

## AGENDA

### 1024<sup>th</sup> MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

AUGUST 12, 2015

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

1. Call to order.
2. Roll call.
3. President Young invites any member of the public to speak at this time on any issue relevant to the District. (Each individual is limited to five minutes).
4. Approval of the minutes of the 1023<sup>rd</sup> meeting held July 8, 2015 (Board action required).
5. Resolution 1024-1 honoring Jan O. Washburn for his service as Interim District Manager (Board action required)
6. Changing the 1025<sup>th</sup> meeting of the Board of Trustees in September from the 9<sup>th</sup> to the 16<sup>th</sup> because of a district holiday on the 9<sup>th</sup> (Board action required).
7. Post-Retirement Health Benefits trust account (OPEB Trust).
  - a. Update on the OPEB trust investments by Carlos Oblites & Ellen Clark, PFM (Information only.)
8. AB 1234 Ethics Training due (Information only).
  - a. Trustee appointment and ethics training dates.
9. Financial Reports:

- a. Review of warrants dated July 15, 2015 numbering 000116 through 001616 amounting to \$203,533.41 and warrants dated July 31, 2015 numbering 001716 through 005316 amounting to \$252,884.40 (Information only).
  - b. Review of Budget as of July 31, 2015. (Information only).
  - c. Review of Budget Summary received as of July 31, 2015. (Information only).
10. Presentation of the Monthly Operational Report for July 2015. (Information only).
11. Presentation of the Manager's Report for July 2015. (Information only).
  - a. *Aedes aegypti*
  - b. West Nile virus Fremont response
  - c. EIR:
  - d. Staff updates:
  - e. Annual Audit
  - f. Insurance for trustees
  - g. Committee assignments
12. Board President asks for reports on conferences and seminars attended by Trustees.
13. Board President asks for announcements from members of the Board.
14. Board President asks trustees for items to be added to the agenda for the next Board meeting.
15. Adjournment.

CITIZENS ATTENDING THE MEETING MAY SPEAK ON ANY AGENDA ITEM AT THEIR REQUEST!

**Please Note: A copy of this agenda is also available at the District website, [www.mosquitoes.org](http://www.mosquitoes.org) or via email by request. Alternative formats of this agenda can be made available for persons with disabilities. Please contact the district office at (510) 783-7744, via FAX (510) 783-3903 or email at [acmad@mosquitoes.org](mailto:acmad@mosquitoes.org) to request an alternative format.**

**Agenda Item 4.**

**MINUTES**

1023<sup>rd</sup> MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

JULY 8, 2015

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

President Young called the regularly scheduled Board meeting to order at 5:07 pm.

Trustees Young, Guarienti, Marquez, Paulsen, Dickinson, Doggett, Donahue, Quinn were present; Reed arrived at 5:22; Narum and Spinola were absent

President Young invited members of the public to speak on any issue relevant to the District. At the beginning of the meeting there were three members of the public present: a guest of Trustee Marquez, Brenda Vila; Melanie Guillory-Lee from SCI; and incoming District Manager Ryan Clausnitzer.

The Board approved the minutes of the 1021<sup>th</sup> meeting held June 10, 2015 (Marquez/Paulsen – unanimous).

Board President Young recognized newly appointed District Manager Ryan Clausnitzer as present as a member of the public; Mr. Clausnitzer gave a brief introduction.

Melanie Guillory-Lee from SCI asked for questions from the board regarding the benefit assessment for the 2016 fiscal year. Seeing none, the board voted unanimous to approve keeping the benefit the same as fiscal year 2015 (Doggett, Dickinson)

The Board reviewed warrants dated June 15, 2015 numbering 064715 through 067415 amounting to \$147,652.05 and warrants dated June 30, 2015 numbering 067515 through 072215 amounting to \$180,973.22.

The Board reviewed Expenditures and Revenues received as of June 30, 2015.

The Manager presented the Monthly Operational Report for June 2015.

The District Manager presented the Manager's Report for June 2015. No additional *Aedes aegypti* have been found in Alameda County as of July 8, and surveillance and abatement efforts are continuing. A new mosquito fish holding/rearing tank was installed with an additional mosquito fish holding/rearing tank to be ordered and installed in the coming month. The ACMAD EIR is nearing completion and should be available for public comment in August. The District Manger reported that Robert Ferdan has been hired as the new Computer Specialist effective July 16th. Trustee Reed asked if cities can do more in providing information to the public on green pools' as a source for breeding mosquitoes. Trustee Guarienti asked if the District would be reviving the newsletter. The manager responded that this will begin again after the EIR process is complete as that employee is involved in both tasks and the EIR is a priority.

Board President Young asked for reports on conferences and seminars attended by Trustees. Incoming District Manager Ryan Clausnitzer attended the monthly ACSDA meeting on July 8<sup>th</sup>.

Board President Young thanked Interim Manager Jan Washburn for his service to the district.

Board President Young asked trustees for items to be added to the agenda for the July Board meeting. There are no additional items requested by the trustees.

The meeting adjourned at 5:55 pm.

**Respectfully submitted,**

Approved as written and/or corrected  
at the 1024<sup>th</sup> meeting of the Board of  
Trustees held August 12th, 2015

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George Young, President  
BOARD OF TRUSTEES

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Kathy Narum, Secretary  
BOARD OF TRUSTEES

**Agenda Item 5.**

RESOLUTION NO. 1024-1

ALAMEDA COUNTY MOSQUITO  
ABATEMENT DISTRICT

**COMMENDATION TO: Jan O. Washburn, Ph. D**

**WHEREAS:** You, Jan O. Washburn, served as the Interim District Manager, since your appointment on February 13 2015 to July 17 2015, and

**WHEREAS:** You guided the District through a transition providing valuable services and experience therefore be it

**RESOLVED:** We, the undersigned Board of Trustees, and District Manager, do hereby extend our sincere appreciation for your dedication of service to this District.

\_\_\_\_\_  
George Young

\_\_\_\_\_  
Ursula Reed

\_\_\_\_\_  
Scott Paulsen

\_\_\_\_\_  
Richard Guarienti

\_\_\_\_\_  
Robert Dickinson

\_\_\_\_\_  
Ron Quinn

\_\_\_\_\_  
Kathy Narum

\_\_\_\_\_  
James N. Doggett

\_\_\_\_\_  
Elisa Marquez

\_\_\_\_\_  
William M. Spinola

\_\_\_\_\_  
Scott Donahue

Agenda Item 6.

# ACMAD HOLIDAYS 2015



New Years Day – Thursday, January 1



Martin Luther King, Jr. - Monday, January 19



Lincoln's Birthday - Monday, February 9



Presidents' Day - Monday, February 16



Memorial Day - Monday, May 25



Independence Day - Friday, July 3



Labor Day - Monday, September 7



Admission Day - Wednesday, September 9



Columbus Day - Monday, October 12



Veterans' Day - Wednesday, November 11



Thanksgiving - Thursday, November 26  
Friday, November 27



Christmas Eve - Thursday, December 24



Christmas Day – Friday, December 25

## **Agenda Item 8. Ab 1234 Ethics Training**

### **Background:**

On October 7, 2005, the Governor signed Assembly Bill No. 1234. AB 1234 requires that if a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952), that local agency's officials must receive training in ethics.

**Agenda Item 8a.**

<b>NAME</b>	<b>ADDRESS</b>	<b>Year Appointed</b>	<b>Expires</b>	<b>Date Ethics Training completed</b>	<b>Year Ethics Due</b>	<b>Years on Board</b>	<b>President year</b>
<i>vacant</i>	Alameda						
<i>vacant</i>	Berkeley						
<i>Scott Donahue</i>	Emeryville	2/15/2015	1/1/2017		2015	1	2020
<i>Richard Guarienti</i>	Dublin	4/1/2013	1/1/2016	9/18/2013	2015	2	2016
<i>George Young</i>	Fremont	2/1/2013	1/1/2016	6/12/2013	2015	2	2015
<i>Elisa Marquez</i>	Hayward	4/15/2015	1/1/2017		2015	1	2021
<i>James N. Doggett</i>	Livermore	1/1/1977	1/1/2017	3/5/2012	2015	38	2023
<i>William M. Spinola</i>	Newark	1/1/1982	1/1/2017	3/12/2010	2015	33	2025
Jan Washburn	Oakland	12/1/1993	1/1/2017	1/8/2015	2017	22	2026
<i>Robert Dickinson</i>	Peidmont	5/1/2014	1/1/2016		2015	1	2018
<i>Kathy Narum</i>	Pleasanton	5/1/2013	1/1/2017	4/29/2013	2015	2	2017
<i>Ursula Reed</i>	San Leandro	4/15/2015	1/1/2017		2015	1	2022
Ronald E. Quinn	Union City	3/1/2001	1/1/2017	12/30/2014	2016	14	2024
Scott Paulsen	County at Large	8/15/2014	1/1/2016	12/17/2014	2016	1	2019
<i>Ryan Clausnitzer</i>	<i>Manager</i>	<i>NA</i>		5/31/2013	2015		



Agenda Item 9a

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

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
000116	Biological Specialist	Total salary less deduction for payroll	1011	2,537.12	
000116	Mosq Control Tech	July 1 to July 15, 2015.	1011	2,004.50	
000116	Vector Biologist	"	1011	2,701.70	
000116	Vector Biologist	"	1011	2,776.03	
000116	Mosq Control Tech	"	1011	2,172.56	
000116	Environment Specialist	"	1011	2,546.83	
000116	District Manager	"	1011	3,071.90	
000116	Field Sesonal	"	1011	1,137.75	
000116	Entomologist	"	1011	3,044.70	
000116	Field Seasonal	"	1011	1,137.75	
000116	Field Supervisor	"	1011	3,046.84	
000116	Finance Manager	"	1011	2,446.86	
000116	Vector Biologist	"	1011	2,234.58	
000116	IT Seasonal	"	1011	1,033.26	
000116	Vector Biologist	"	1011	3,271.66	
000116	IT Specialist	"	1011	2,581.67	
000116	Lab Seasonal	"	1011	1,148.63	
000116	Asst Mosq Control Tech	"	1011	1,904.21	
000116	Mechanic Specialist	"	1011	2,818.59	
000116	Lab Seasonal	"	1011	1,088.29	
000116	IRS	Federal tax withheld (payroll)	1011	7,486.77	
		Medicare Tax Withheld (payroll)	1011	871.00	
		District Contribution to Medicare (payroll)	1311	871.00	
000116	State of California	State Tax withheld (payroll)	1011	2,276.36	56,210.56
000216	Public Employees' Retirement System	Employee Contributions	1011	15.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	3,947.33	
		Employer Contribution 9.353% & 6.73%	1211	4,994.60	8,956.93
000316	Aetna Life & Annuity	Employee Contributions	1011		150.00
000416	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		3,230.00
000516	Delta Dental Plan	Monthly Premium	1411		4,643.17
000616	Vision Service Plan	Health premium	1411		923.94
000716	Bayside	Janitorial services, July 2015	3051		300.00
000816	CALPERS	Lump sum retirement contribution	1211		80,709.00
000916	Corporate Park Landscaping	Landscape maintenance	3211		170.00
001016	Cintas	Laundry service	3071	167.64	
		Personal supplies	3031	240.97	408.61
001116	KBA Docusys	Canon copier rental	3111		448.96
001216	Stapleton, Eric	Consultation charges & reimbursement	3411	6,487.50	
		Lunch	3351.3	48.31	
		Supplies	3131.5	45.96	6,581.77
001316	Sacramento Koi	Fish tank	5311		17,826.93
001416	Team Builders	Aerial survey	3391.51		6,390.00
001516	Washburn, Jan	Consultation charges & reimbursement	3411	9,600.00	
		Fair booth display	3392	50.00	9,650.00
WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
001616	Rocky Mountain	CVS - sunscreen	3031	84.33	
		Cobblers - boot	3031	192.50	

Cobblers - water proof material	3031	19.69	
Amazon - boot	3031	60.89	
Office Depot - counter	3031	32.89	
Canon - copier rental	3111	341.00	
Target - supplies	3111	74.92	
Logmein - annual subscription	3121	99.00	
Universal - laser cartridge	3121	470.96	
INQ - subscription	3121	19.95	
Golden State - shipping	3131.1	24.87	
SmartNFinal - Aluminum scoop	3131.3	9.89	
Sigma - misc equipment	3131.5	384.89	
Amazon - supplies	3131.5	39.37	
Safety Kleen - vacuum service	3211	609.13	
Home Depot - wire	3211	43.97	
Interstate - spray equipment parts	3231	81.20	
Ford Store - V 46 step body	3231	620.32	
Petes - actuator	3231	711.63	
Fors Store - air filter	3231	96.93	
TelePacific - comm exp	3291.1	921.83	
Oakland Parking - parking	3351.2	0.45	
Oakland Parking - parking	3351.2	2.00	
Round Table - lunch, CEU	3351.3	66.51	
Southwest - ticket ofr interview	3351.3	316.50	
Pick a Deli - lunch meeting	3351.3	41.00	
Wholefeds - board meeting supplies	3351.4	60.47	
Petco - chloramine remover	3391.2	69.20	
Uline - poly bags	3391.4	98.71	
Northern - fuel cans	3391.6	199.93	
Amazon - water storage	3391.6	39.48	
Reptile room - public edu	3392	4.40	
Paypal - supplies	3392	42.50	
Paypal - supplies	3392	164.56	
Tattoo - supplies	3392	96.00	
Office Depot - supplies	3392	73.58	
Bay Central - printing	3392	481.25	
Lamination - laminating	3392	108.47	
CTC - subscription	3392	20.00	
Home Depot - supplies	3392	38.24	
Michaels - supplies	3392	61.37	
Home Depot - supplies	3392	8.76	
Sub-total			6,933.54
<b>Total</b>			<b>203,533.41</b>

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED JULY 31, 2015.

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
001716	Biological Specialist	Total salary less deductions for payroll period	1011	2,651.44	
001716	Mosq Control Tech	"	1011	2,004.50	
001716	Vector Biologist	"	1011	2,816.01	
001716	Vector Biologist	"	1011	2,776.03	
001716	Mosq Control Tech	"	1011	2,172.55	
001716	Environmental Specialist	"	1011	2,661.14	
001716	District Manager	"	1011	3,743.69	
001716	Field Seasonal	"	1011	1,347.37	
001716	IT Specialist	"	1011	2,808.76	
001716	Entomologist	"	1011	3,088.91	
001716	Field Seasonal	"	1011	1,327.74	
001716	Field Supervisor	"	1011	3,046.84	
001716	Finance Manager	Total salary less deductions for payroll period	1011	2,518.31	
001716	Vector Biologist	"	1011	2,278.79	
001716	IT Seasonal	"	1011	1,175.00	
001716	Vector Biologist	"	1011	3,271.67	
001716	IT Specialist	"	1011	2,642.31	
001716	Lab Seasonal	"	1011	1,175.58	
001716	Asst Mosq Control Tech	"	1011	1,904.21	
001716	Mechanic Specialist	"	1011	2,932.90	
001716	Lab Seasonal	"	1011	1,094.21	
001716	IRS	Federal Tax Withheld	1011	8,014.83	
		Medicare Tax Withheld	1011	930.97	
		District Contribution to Medicare	1311	930.96	
001716	State of California	State Tax Withheld	1011	2,440.32	61,755.04
001816	Public Employees' Retirement System	Employees contributions	1011	16.00	
		Employee paid member contributions, 7%, 6.5%	1011	4,183.34	
		District contribution 9.353%, 6.73%	1211	5,238.96	9,438.30
001916	Aetna Life & Annuity	Employee contributions	1011		150.00
002016	Calpers 457 Plan	Employees contributions - PERS 457	1011		3,230.00
002116	Calpers	Health insurance	1411		30,136.72
002216	Jefferson Pilot Financial	Life insurance premium	1411		99.45
002316	T Scott Donahue	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
002416	James Doggett	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
002516	Robert Dickinson	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
002616	Richard Guarienti	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
002716	Elisa Marquez	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
	Katherine Narum	Trustee in lieu expenses - 1023rd meeting	3351.5		-
002816	Scott Paulsen	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
002916	Ronald Quinn	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
003016	Ursula Reed	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
	William Spinola	Trustee in lieu expenses - 1023rd meeting	3351.5		-
003116	George Young	Trustee in lieu expenses - 1023rd meeting	3351.5		100.00
003216	AT&T	Yellow pages listing	3392		62.00
003316	Airgas	Dry ice	3131.1		647.73
003416	American Asphalt	Parking lot pavement, remaining balance	5111		2,668.00
003516	Busam, John	Reimbursement, work boot	3031		190.00
003616	Cintas	Personal supplies	3031		-
		Laundry service	3071	252.88	252.88
003716	Clarke	Natular XRT	3391.1		9,833.10
003816	Campbell, Neil	Reimbursement, sun screen	3391.2		22.60
003916	CMVCA Research Foun	Grant to MRF	3411		5,000.00
004016	CSDA	Membership dues 2016	3331		50.00
004116	Entrix	MVCAC Programmatic EIR	3411		510.30
004216	Grainger	Harzard coveralls	3031	18.88	
		Duffel bags	3051	60.51	79.39

WAR NO	Municipal Resource PAYEE	Human resources services FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
004316	Municipal Resource	Human resources services	3411		4,860.38
004416	PG & E	Utilities	3271		1,453.33
004516	Port of Oakland	Permit fee	3391.52		1.00
004616	Quill	Stationery	3111		159.12
004716	Sonitrol	Monitoring charges	3551		717.49
004816	Saint Rose	Pre-employment test	3411		50.00
004916	Verizon	Communication expenses	3291.4		1,552.07
005016	VCJPA	Workmen Compensation	3491	63,736.00	
		Professional & Liability	3471	42,532.00	106,268.00
005116	Wright Express	Fuel expenses, statement ended 07-15-15	3351.1		4,021.50
005216	Washburn, Jan	Consultation charges	3411		8,100.00
005316	ZOA Consulting	Data base consultation	3411		676.00
<b>Total Warrants</b>					<b>252,884.40</b>

**Alameda County Mosquito Abatement**  
**As of JULY 31, 2015. (1 of 12 mth, 8.33%)**

	EXPENDED IN JULY	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
<b>SALARY &amp; BENEFITS</b>					
1011 Salary and Wages	131,085.31	131,085.31	1,573,549.00	1,442,463.69	8%
1411 Contribution to Medicare	1,801.96	1,801.96	26,781.00	24,979.04	7%
1311 Contribution to Retirement	90,942.56	90,942.56	202,026.00	111,083.44	45%
1211 Contribution to Health Care	35,803.28	35,803.28	443,302.57	407,499.29	8%
<b>TOTAL SALARY &amp; BENEFITS</b>	<b>259,633.11</b>	<b>259,633.11</b>	<b>2,245,658.57</b>	<b>1,986,025.46</b>	<b>12%</b>
<b>SERVICE AND SUPPLIES</b>					
3031 Clothing and Personal Supplies	449.85	449.85	8,500.00	8,050.15	5%
3051 Household Expenses	360.51	360.51	5,500.00	5,139.49	7%
3071 Laundry Service and Supplies	420.52	420.52	9,000.00	8,579.48	5%
3111 Office Expenses	608.08	608.08	20,000.00	19,391.92	3%
3121 Computer & Software	0.00	0.00	12,000.00	12,000.00	0%
3131 Laboratory					
3131.1 Mosquito Surveillance	0.00	0.00	15,000.00	15,000.00	0%
3131.2 Disease Surveillance	0.00	0.00	7,155.00	7,155.00	0%
3131.3 Mosq pool testing	0.00	0.00	36,000.00	36,000.00	0%
3131.4 Hood certification	0.00	0.00	200.00	200.00	0%
3131.5 Misc lab eqpt & supplies	0.00	0.00	6,285.00	6,285.00	0%
3131.6 Reimbursement for light traps	0.00	0.00	200.00	200.00	0%
Laboratory Total	0.00	0.00	64,840.00	64,840.00	0%
3171 Small Tools and Instruments	0.00	0.00	2,500.00	2,500.00	0%
3211 Maintenance - Structures & Improvement	170.00	170.00	20,000.00	19,830.00	1%
3231 Maintenance Equipment	0.00	0.00	45,000.00	45,000.00	0%
3271 Utilities	1,453.33	1,453.33	22,000.00	20,546.67	7%
3291 Communication					
3291.1 Telephone service & internet	0.00	0.00	13,500.00	13,500.00	0%
3291.2 Public Notices	0.00	0.00	500.00	500.00	0%
3291.3 Website & email hosting	0.00	0.00	270.00	270.00	0%
3291.4 Cell phone services	1,552.07	1,552.07	10,000.00	8,447.93	16%
Communications Total	1,552.07	1,552.07	24,270.00	22,717.93	6%
3331 Memberships, Dues, Subscriptions	50.00	50.00	20,700.00	20,650.00	0%
3351 Transportation & Travel					
3351.1 Fuel & GPS	4,021.50	4,021.50	44,000.00	39,978.50	9%
3351.2 Misc Travel	0.00	0.00	0.00	0.00	0%
3351.3 Meetings & conferences	0.00	0.00	45,000.00	45,000.00	0%
3351.4 Board meeting expenses	0.00	0.00	800.00	800.00	0%
3351.5 Trustee in lieu	900.00	900.00	16,800.00	15,900.00	5%
Transportation & Travel Total	4,921.50	4,921.50	106,600.00	101,678.50	5%
3391 District Special Expenses					
3391.1 Pesticides	9,833.10	9,833.10	175,000.00	165,166.90	6%
3391.2 Field supplies	22.60	22.60	500.00	477.40	5%
3391.3 Sentinal Chickens	0.00	0.00	0.00	0.00	0%
3391.4 Fish & Fish Maint	0.00	0.00	4,000.00	4,000.00	0%
3391.51 Aerial Pool Survey	0.00	0.00	17,000.00	17,000.00	0%
3391.52 Permits	1.00	1.00	3,000.00	2,999.00	0%
3391.53 Continuing Education fees	0.00	0.00	4,000.00	4,000.00	0%
3391.54 Board Plaques & nameplates	0.00	0.00	500.00	500.00	0%
3391.55 Seasonals (post ads, pre-empl phy)	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Spray equipment & Safety	0.00	0.00	17,000.00	17,000.00	0%
District Special Expenses Total	9,856.70	9,856.70	222,000.00	212,143.30	4%
3392 Community Education	62.00	62.00	33,000.00	32,938.00	0%
3411 Professional and Specialized Services	13,150.00	13,150.00	224,887.00	211,737.00	6%
3471 Insurance - Collision, Liability etc	42,532.00	42,532.00	42,350.00	-182.00	100%
3491 Workers Compensation Insurance	63,736.00	63,736.00	60,745.00	-2,991.00	105%
3531 Insurance Fund - SIRS	0.00	0.00	0.00	0.00	0%
3551 Rents, Leases - Equipment	717.49	717.49	9,350.00	8,632.51	8%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>140,040.05</b>	<b>140,040.05</b>	<b>953,242.00</b>	<b>813,201.95</b>	<b>15%</b>

<b>CAPITAL</b>						
5111 Structures and Improvements		0.00	0.00	190,000.00	190,000.00	0%
5311 Equipment		0.00	0.00	58,000.00	58,000.00	0%
	<b>TOTAL CAPITAL</b>	<b>0.00</b>	<b>0.00</b>	<b>248,000.00</b>	<b>248,000.00</b>	0%
Reserve fo Contingencies		<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	
OPEB Trust Reimbursement		<b>0.00</b>	<b>0.00</b>	<b>145,000.00</b>	<b>145,000.00</b>	
	<i>Annual Operating Expenditures</i>	<i>399,673.16</i>	<i>399,673.16</i>	<b>3,641,900.57</b>	<b>3,242,227.41</b>	
<b>OTHER</b>						
Dry Period Cash (60%)		<b>0.00</b>	0.00	<b>2,714,106.00</b>	<b>2,714,106.00</b>	0%
Reserve for Capital Replacement		<b>0.00</b>	0.00	<b>1,116,840.00</b>	<b>1,116,840.00</b>	0%
	<b>Total Other</b>	<b>0.00</b>	<b>0.00</b>	<b>3,830,946.00</b>	<b>3,830,946.00</b>	0%
<b>Total Expenditure</b>		<b>399,673.16</b>	<b>399,673.16</b>	<b>7,472,846.57</b>	<b>7,073,173.41</b>	

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

**Agenda Item 10c  
III.**

**STATEMENT OF EXPENDITURES - JULY 31, 2015.**

	<b>Budget Year 15-16</b>			
	<b>EXPENDITURES</b>	<b>TO-DATE</b>	<b>BUDGETED</b>	<b>BALANCE</b>
Salary & Wages	259,633.11	259,633.11	2,245,658.57	1,986,025.46
Service and Supplies	140,040.05	140,040.05	953,242.00	813,201.95
Capital Expenditures	0.00	0.00	248,000.00	248,000.00
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
OPEB Trust Reimbursement	0.00	0.00	145,000.00	145,000.00
<b>TOTAL</b>	<b>399,673.16</b>	<b>399,673.16</b>	<b>3,641,900.57</b>	<b>3,242,227.41</b>

IV. CASH BALANCE - July 31, 2015 : \$ XXXXXXXX (Does not include interest revenue for July)

Sincerely,

Ryan Clausnitzer  
District Manager

## Agenda Item 10.

# *Alameda County Mosquito Abatement District*

### BOARD OF TRUSTEES

George Young, President  
Richard Guarienti, Vice-President  
Kathy Narum, Secretary  
Robert Dickinson  
James N. Doggett  
Elisa Marquez  
Scott Paulsen  
Ursula Reed  
Ronald E. Quinn  
William M. Spinola  
Scott Donahue  
Jan O. Washburn

Ryan Clausnitzer  
District Manager  
[ryan@mosquitoes.org](mailto:ryan@mosquitoes.org)

## MONTHLY OPERATIONAL REPORT – July 2015

Dear Trustees:

### I. NARRATIVE

The District received a total of 103 requests for service during July. There were 33 mosquito-biting reports. The ten-year average for adult mosquito service requests in July is 33. Ninety-three requests for mosquitofish were received and 22 for inspection of potential mosquito sources.

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

The summer saltmarsh mosquito, *Aedes dorsalis*, breeds in tidal salt marsh areas that flood only during the highest tides of the month. This mosquito is a day biter that can be found in larger grassy areas like parks and school yards after the adults emerge and fly away from the salt marshes. The district treated the wetlands north of Coyote Creek in Fremont by helicopter.

*Culex pipiens*, the house mosquito, is a vector of West Nile virus and is found throughout the year in Alameda County with its peak populations occurring in late summer and fall. The larvae are found in underground sources such as storm drains, catch basins, sumps and flooded basements as well as in water treatment plants.

*Culex tarsalis*, the encephalitis mosquito, is a vector of West Nile virus as well as St. Louis and Western Equine Encephalitis. This mosquito is found in most areas of the county from February through October. The larvae are found in freshwater sources of all types. The adults generally prefer to feed on birds so they don't cause too many biting complaints.

The fish pond mosquito, *Culiseta incidens*, is found throughout the year in Alameda County. This mosquito can utilize many different types of sources found around homes including fish ponds, fountains, bird baths, untreated swimming pools and pool covers, boats, spas, and many more.



## II. STATEMENT OF OPERATIONS – July 2015

### PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 33      Ten-year average = 33  
 Five-year average = 29.6  
 Last year = 44  
 Range (10 yr) = 20 TO 50

Number of all injuries during 2015 = 0

### TOTAL SERVICE REQUESTS

Fish requests                              48  
 Mosquito biting                             33  
 Request for inspection                    22  
 Other    2  
     Total    103

#### Mosquitoes Biting

Cs incidens	4
Cx pipiens	6
Cx tarsalis	1
Fungus Gnats	1
Midges	1
No breeding found	20
Total	33

Number of Sources Treated 8736 (95 acres total)

### HOURS SPENT BY ACTIVITY

Category	Hours	Category	Hours
Mosquito Control	954.5	Regular Hours	2650
Disease Surveillance	318.75	Overtime Hours	59
Laboratory	387		
Fish Rearing and Maintenance	6.5	Total Work	2709
Public Education	42		
Equipment and Facility Maint.	165	Earned Time Off Used	81
Administration	100.5	Vacation	161.5
Safety	24	Sick Leave	61
Interagency Coordination	5.75	Other Leave	97
Misc	3	Total Leave	400.5
Total Work	2709	Total Hours	3050

**Agenda Item 11.**

**Manager's Report**

August 12, 2015

- a. *Aedes aegypti*:**
  - i. No further mosquitoes found, continued surveillance and treatment.**
- b. West Nile virus Fremont response:**
  - i. Positive mosquito pools and birds were found. District-wide response in treatment and surveillance.**
- c. EIR:**
  - i. Comment period opened August 5<sup>th</sup>, open until September 4<sup>th</sup>.**
- d. Staff updates:**
- e. Annual audit:**
  - i. Will change auditor within same firm.**
- f. Insurance for trustees:**
  - i. Forms left for remaining trustees not collected at previous meeting.**
- g. Committee Assignments**
  - i. See attached assignments**

## Agenda Item 11a

# *Alameda County Mosquito Abatement District*

### BOARD OF TRUSTEES

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Elisa Marquez  
Scott Paulsen  
Ursula Reed  
Ronald E. Quinn  
William M. Spinola  
Scott Donahue  
Jan O. Washburn

Ryan Clausnitzer  
District Manager  
[ryan@mosquitoes.org](mailto:ryan@mosquitoes.org)

## Committee Assignments for 2015

### Financial Committee

**Purpose:** The Finance Committee is a standing committee tasked with reviewing the annual budget, assessing the District's long term capital needs, making recommendations for designating reserves and evaluating the allocation of the OPEB Trust.

**Membership:** Trustees Young, Spinola, Quinn, Dickinson and Paulsen

**Status:** During May and June the committee will review the budget for the 2015-16 fiscal year and the asset allocation of the OPEB Trust. This committee will also be charged with selecting a new auditing firm if the Board so chooses.

### Policy Committee

**Purpose:** The Policy Committee evaluates the District's Policies and updates and adds policies as needed. All District policies must be approved by a majority of the Board.

**Membership:** Trustees Doggett and Guarienti

**Status:** Letty Juarez, has completed her first month of as our HR consultant. During her tenure Letty has met with some of our staff to discuss personnel matters and working conditions at ACMAD. Letty's other duty has been to evaluate and rewrite as needed District policies; her current focus is on disciplinary and grievance policies. I have included at item on the May Board agenda to discuss adding another trustees to this committee.

### Ad Hoc Committee on Long Term Planning

**Purpose:** The primary tasks of this committee are to review applications for the position of Manager, to interview a short list of candidates and to make hiring recommendations to the full Board.

**Membership:** Trustees Dickinson, Narum, and Quinn

**Status:** The deadline for accepting applications for the position of Manger is April 15, coincident with the expiration of our job announcement on various venues (e.g., MVCAC, AMCAC). I will compile a spreadsheet summarizing the credentials of each candidate and provide this to the Committee along with all of the submitted applications. I have already begun the process of checking references and discussing the credentials of candidates I am familiar with. My notes and recommendations will be provided to the Committee. I will also participate in the selection process to the extend desired by the Long Term Planning Committee . I plan to schedule at least one meeting with the Committee prior to the next Board meeting on May

### **Personnel Committee**

**Purpose:** To meet as needed if personnel issues rise to the level of an appeal to the board.

**Membership:** Board Officers - Young, Guarienti and Narum are members.

**Status:**This committee only meets on an as needed basis.