

23187 Connecticut Street
Hayward, CA 94545

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Union City

Ryan Clausnitzer

General Manager

ACMAD Finance Committee

Agenda

4:15 P.M-5:00 P.M. 3/8/2023

23187 Connecticut Street, Hayward, CA 94545

Committee Members:

Elisa Márquez, Chair

Subru Bhat

Eric Hentschke

Topics:

1. Roll call.
2. Public Comment. Chair Márquez 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).
3. Approval of January 23rd, 2023, meeting minutes. **(Action Required)**
4. Review 1st draft of 2023-2024 ACMAD Budget. (Information only)
 - a. Capital replacement plan and depreciation schedule.
 - b. Finance policies
5. Adjourn

**The Finance Committee is not a decision-making body and can only make recommendations to the Board. All decisions are made by the full Board at the regular meeting of the Board of Trustees.*

ANYONE 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.

IMPORANT NOTICE REGARDING MEETING PARTICIPATION:

All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting by attending in person at the address listed above, telephonically, or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

In Person: Attend in person at the Office of the District located at 23187 Connecticut Street, Hayward, CA 94545.

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 not be read aloud but will be added to the record after the meeting.

During the Meeting: The Board President or designee will announce the opportunity to make public comments. Speakers will be asked to provide their name and city of residence, although providing this is not required for participation. Each speaker will be afforded up to 3 minutes to speak unless another time is specified. Speakers should remain silent and/or will be muted until their opportunity to provide public comment.

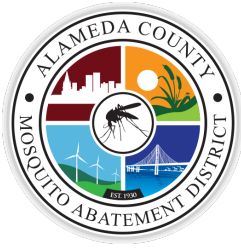
In Person: Members of the public may raise their hand and wait to be recognized by the Board President or designee.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.mosquitoes.org/board-of-trustees-regular-meetings> as the place for making those public records available for inspection. The documents may also be obtained by emailing acmad@mosquitoes.org.

CEQA NOTICE:

Unless expressly stated otherwise on the agenda (that an MND or EIR is being considered), discretionary actions taken on agenda items will include a finding by the Board that the action is exempt under CEQA. More information about the CEQA determination can be found in the corresponding staff report.



**ACMAD Finance Committee
Minutes**

1/23/2023

Board of Trustees

President

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Vice-President

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Union City

Ryan Clausnitzer

General Manager

Committee Members:

Elisa Márquez, Chair

Subru Bhat

Eric Hentschke

Topics:

The Chair called the meeting to order at 5:00 P.M.

1. Trustees Márquez, Hentschke, and Bhat were present on the Zoom meeting. Ryan Clausnitzer and Michelle Robles were present on the teleconference representing the District and to record the minutes.

2. Approval of the April 13th, 2022, meeting minutes.

Motion: Trustee Bhat moved to approve the minutes

Second: Trustee Hentschke

Vote: motion carries: unanimous

3. Review staff proposal to change credit card providers.

Discussion:

After a presentation by the Financial & HR Specialist, Trustee Bhat asked what the expected revenue increase would be after the switch (estimates to be included in full Board report: rebate against), and who has the card (support (office) staff and laboratory). Trustee Hentschke asked what the Cal Card fee is (none, the monthly fee is for the additional card services), Chair Márquez asked if the number of cards would increase (no), and if there are authorization limits (currently, yes, following district policy), and what is the credit limit (will follow-up with that).

Motion: Trustee Hentschke moved to approve the staff recommendation to move from Cal-Card to Umpqua bank.

Second: Trustee Bhat

Vote: motion carries: unanimous

4. Review staff proposal to realign reserve funds.

Discussion:

After a presentation by the General Manager, Trustee Bhat asked for clarification on why LAIF has a lower return rate, compared to CAMP and California CLASS (LAIF has a longer weighted average maturity). Trustee Bhat asked how long California CLASS and CAMP have been in business (California CLASS – June 2022, CAMP – 1989), and if the district was planning on closing all of the CAMP accounts (no, CAMP: Capital reserve will remain the same). Trustee Hentschke asked if staff can provide an annual report that shows the breakdown of the return rates for the reserve accounts (yes, staff will provide quarterly reports). Chair Márquez asked if there was a minimum balance requirement for California CLASS, CAMP, and LAIF (no), and asked for clarification that we are asking for more flexibility to be able to take advantage of the better return rate (if approved by the full board in February, we would like to move the

funds over as shown on the report). Trustee Bhat expressed that a board action should be needed before making any investment changes (staff recommendation will be updated to remove *adjusting* investments to only *reporting* investments).

Motion: Trustee Bhat moved to approve the staff recommendation minus the acting without board approval

Second: Trustee Hentschke

Vote: motion carries: unanimous

5. Adjourn at 5:40 P.M.

Respectfully submitted,

Approved as written and/or corrected at the Finance Committee meeting held 3/8/2023.

Trustee _____
Finance Committee Member

	Budget 23/24	Year to year % budget change	Budget 22/23	Actual 21/22	A vs B	Budget 21/22	Actual 20/21	Budget 20/21	Actual 19/20	Budget 19/20
REVENUES										
Ad Valorem Property Taxes	\$ 2,842,050	3%	\$ 2,755,397	\$ 2,759,272	7%	\$ 2,580,814	\$ 2,624,188	\$ 2,300,000	\$ 2,502,132	\$ 2,494,800
Special Tax & Benefit Assessment	\$ 2,008,405	1%	\$ 1,981,814	\$ 1,988,520	0%	\$ 1,981,959	\$ 1,962,192	\$ 1,821,600	\$ 1,951,959	\$ 1,986,806
Interest earned (restricted fund interest NOT included as revenue)	\$ 20,000	0%	\$ 20,000	\$ (4,799)	-116%	\$ 30,000	\$ 19,208	\$ 30,000	\$ 176,499	\$ 30,000
Sale of Property and Equipment & Misc.	\$ 5,000	100%	\$ 2,500	\$ 121,218	2324%	\$ 5,000	\$ 1,038	\$ 5,000	\$ 14,775	\$ 5,000
Reimbursable Retiree Health Benefits and fees from OPEB	\$ 137,348	-3%	\$ 140,946	\$ -	-100%	\$ 168,091	\$ 163,355	\$ 164,913	\$ 163,355	\$ 163,630
Total Revenue	\$ 5,012,804	2%	\$ 4,900,658	\$ 4,864,211	2%	\$ 4,765,864	\$ 4,769,981	\$ 4,321,513	\$ 4,808,720	\$ 4,680,236
EXPENDITURES										
Salaries (including deferred comp.)	\$ 2,462,469	4%	\$ 2,371,703	\$ 2,121,872	-5%	\$ 2,236,282	\$ 2,037,043	\$ 2,116,177	\$ 1,980,518	\$ 2,035,791
CalPERS Retirement	\$ 553,955	4%	\$ 534,559	\$ 471,085	-1%	\$ 473,950	\$ 423,110	\$ 423,350	\$ 378,833	\$ 360,538
Medicare & Social Security	\$ 40,292	4%	\$ 38,763	\$ 30,026	-9%	\$ 33,062	\$ 27,867	\$ 31,278	\$ 29,651	\$ 30,843
Fringe Benefits	\$ 609,491	8%	\$ 564,969	\$ 484,487	-16%	\$ 579,596	\$ 502,898	\$ 527,031	\$ 465,466	\$ 502,043
Total Salaries, Retirement, & Benefits (pgs. 2,3)	\$ 3,666,207	4%	\$ 3,509,995	\$ 3,107,470	-6%	\$ 3,322,891	\$ 2,990,918	\$ 3,097,836	\$ 2,854,468	\$ 2,929,215
Service & Supplies (Clothing & Personal supplies)	\$ 9,000	0%	\$ 9,000	\$ 7,882	-21%	\$ 10,000	\$ 4,859	\$ 10,000	\$ 6,214	\$ 8,000
Service & Supplies (Laundry services & supplies)	\$ 13,000	0%	\$ 13,000	\$ 10,417	-31%	\$ 15,000	\$ 9,125	\$ 15,000	\$ 10,648	\$ 12,750
Utilities	\$ 23,700	9%	\$ 21,700	\$ 18,135	7%	\$ 17,000	\$ 15,422	\$ 12,000	\$ 25,962	\$ 12,600
Small tools and instruments	\$ 3,000	0%	\$ 3,000	\$ 1,963	-35%	\$ 3,000	\$ 2,189	\$ 3,000	\$ 2,056	\$ 3,000
Maintenance (Landscaping & Facility)	\$ 30,000	0%	\$ 30,000	\$ 26,671	-24%	\$ 35,000	\$ 20,262	\$ 25,000	\$ 16,679	\$ 25,000
Maintenance (Equipment)	\$ 30,000	0%	\$ 30,000	\$ 25,355	-28%	\$ 35,000	\$ 22,290	\$ 35,000	\$ 20,600	\$ 35,000
Transportation, travel, training, & board	\$ 127,990	7%	\$ 119,840	\$ 120,419	-6%	\$ 127,630	\$ 74,653	\$ 122,400	\$ 95,814	\$ 134,260
Professional services	\$ 147,950	-3%	\$ 152,200	\$ 97,726	-52%	\$ 203,450	\$ 91,623	\$ 176,200	\$ 112,887	\$ 169,320
Memberships, dues, & subscriptions.	\$ 27,000	-27%	\$ 37,000	\$ 25,103	5%	\$ 24,000	\$ 22,906	\$ 23,337	\$ 26,317	\$ 22,655
Insurance - VCJPA & EAP	\$ 195,950	9%	\$ 179,436	\$ 160,933	7%	\$ 150,611	\$ 141,650	\$ 137,524	\$ 134,834	\$ 133,546
Community education	\$ 53,000	-4%	\$ 55,000	\$ 26,225	-34%	\$ 39,500	\$ 26,317	\$ 38,575	\$ 22,734	\$ 40,000
Operations	\$ 236,500	4%	\$ 227,500	\$ 182,576	-24%	\$ 239,000	\$ 223,362	\$ 241,000	\$ 179,659	\$ 228,500
Household expenses	\$ 21,350	7%	\$ 19,950	\$ 25,388	46%	\$ 17,350	\$ 15,881	\$ 16,750	\$ 14,817	\$ 15,850
Office expenses	\$ 13,000	8%	\$ 12,000	\$ 7,003	-42%	\$ 12,000	\$ 9,748	\$ 12,000	\$ 13,761	\$ 14,500
Information Technology/ Communication	\$ 104,000	-3%	\$ 107,400	\$ 74,950	-33%	\$ 112,400	\$ 71,771	\$ 111,400	\$ 83,135	\$ 117,100
Laboratory	\$ 150,000	13%	\$ 132,500	\$ 82,354	-43%	\$ 144,000	\$ 64,136	\$ 139,000	\$ 100,878	\$ 137,000
Total Staff Budget (pg. 4)	\$ 1,185,440	3%	\$ 1,149,526	\$ 893,100	-25%	\$ 1,184,941	\$ 816,194	\$ 1,118,186	\$ 866,995	\$ 1,109,081
Contingency	\$ 48,000	4%	\$ 46,000	\$ -		\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
Total Expenditures	\$ 4,899,647	4%	\$ 4,705,521	\$ 4,000,570	-12%	\$ 4,557,832	\$ 3,807,112	\$ 4,266,022	\$ 3,721,463	\$ 4,088,296
SURPLUS (DEFICIT)	\$ 113,157		\$ 195,136	\$ 863,641		\$ 208,032	\$ 962,869	\$ 55,491		\$ 591,940
CASH CARRIED OVER (pg. 5)	\$ 1,205,384		\$ 882,264			\$ 1,530,673		\$ 161,656		\$ 485,003
SURPLUS (DEFICIT) AFTER OPERATIONAL CASH NEEDS	\$ 1,318,541		\$ 1,077,400			\$ 1,738,705		\$ 217,147		\$ 1,076,943
RESERVE ACCOUNT ALLOCATIONS										
			Transfers	Actual 21/22		Budget 21/22	Actual 20/21	Budget 20/21	Actual 19/20	Budget 19/20
VCJPA Member Contingency Fund	\$ (4,351)		\$ (43,103)	\$ -		\$ -	\$ -	\$ -	\$ (51,332)	\$ (51,332)
PARS: Pension Rate Stabilization	\$ 329,635		\$ 269,350	\$ 434,676		\$ 434,676	\$ -	\$ -	\$ 500,000	\$ 500,000
CA CLASS: Public Health Emergency Fund	\$ (38,904)		\$ (26,732)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
CA CLASS: Repair and Replace Fund (pg. 7)	\$ 1,032,160		\$ 537,912	\$ 1,311,625		\$ 1,311,625	\$ -	\$ 314,315	\$ 1,086,170	\$ 1,196,000
CA CLASS: Operating Reserve Fund	\$ -		\$ -	\$ -		\$ -	\$ (25,000)	\$ -	\$ -	\$ (619,057)
CAMP: Capital Reserve Fund	\$ 0		\$ 339,974	\$ 10,006		\$ (7,596)	\$ (72,168)	\$ -	\$ 155,162	\$ 51,332
Total reserve allocations (pg. 7)	\$ 1,318,541		\$ 1,077,400	\$ 1,756,307		\$ 1,738,705	\$ 217,147	\$ 1,690,000	\$ 1,690,000	\$ 1,076,943
SURPLUS (DEFICIT) AFTER RESERVE ALLOCATIONS	\$ -		\$ -			\$ -	\$ -	\$ -		\$ -

Salaries 7/1/23 - 6/30/24

Date of hire	Position	2023-24	Longevity	Longevity Amount	New Salary	# mo	Subtotal	Deferred Comp.	(per pay period)
Jul-99	VS3	\$ 10,978.17	4%	\$ 439.13	\$ 11,417.30	11.5	\$ 131,299	\$ 656.49	\$ 28.54
	VS3	\$ 10,978.17	5%	\$ 548.91	\$ 11,527.08	0.5	\$ 5,764	\$ 28.82	\$ 28.82
Mar-14	VB2	\$ 10,309.43	1%	\$ 103.09	\$ 10,412.52	8	\$ 83,300	\$ 416.50	\$ 26.03
	VB2	\$ 10,309.43	2%	\$ 206.19	\$ 10,515.62	4	\$ 42,062	\$ 210.31	\$ 26.29
Aug-18	AS VC5	\$ 9,367.58	0%	\$ -	\$ 9,367.58	1	\$ 9,368	\$ 46.84	\$ 23.42
	VS1	\$ 9,919.52	1%	\$ 99.20	\$ 10,018.72	6	\$ 60,112	\$ 300.56	\$ 25.05
	VS2	\$ 10,434.47	1%	\$ 104.34	\$ 10,538.81	5	\$ 52,694	\$ 263.47	\$ 26.35
Apr-02	VB2	\$ 10,309.43	4%	\$ 412.38	\$ 10,721.81	12	\$ 128,662	\$ 643.31	\$ 26.80
Nov-03	VB2	\$ 10,309.43	3%	\$ 309.28	\$ 10,618.71	4.5	\$ 47,784	\$ 238.92	\$ 26.55
	VB2	\$ 10,309.43	4%	\$ 412.38	\$ 10,721.81	7.5	\$ 80,414	\$ 402.07	\$ 26.80
Mar-02	RPA5	\$ 11,083.21	4%	\$ 443.33	\$ 11,526.54	12	\$ 138,318	\$ 691.59	\$ 28.82
Jul-15	Mgr	\$ 16,556.12	1%	\$ 165.56	\$ 16,721.68	12	\$ 200,660		
Sep-15	VB2	\$ 10,309.43	1%	\$ 103.09	\$ 10,412.52	12	\$ 124,950	\$ 624.75	\$ 26.03
Jul-15	IT5	\$ 11,030.68	1%	\$ 110.31	\$ 11,140.99	12	\$ 133,692	\$ 668.46	\$ 27.85
Nov-19	MCT5	\$ 9,351.92	0%	\$ -	\$ 9,351.92	4.5	\$ 42,084	\$ 210.42	\$ 23.38
	VB1	\$ 9,819.50	0%	\$ -	\$ 9,819.50	7.5	\$ 73,646	\$ 368.23	\$ 24.55
Jul-15	LAB5	\$ 12,450.98	1%	\$ 124.51	\$ 12,575.49	12	\$ 150,906	\$ 754.53	\$ 31.44
Jul-91	Sup 5	\$ 12,452.35	6%	\$ 747.14	\$ 13,199.49	12	\$ 158,394	\$ 791.97	\$ 33.00
Jul-20	POC4	\$ 9,558.21	0%	\$ -	\$ 9,558.21	0.5	\$ 4,779	\$ 23.90	\$ 23.90
	POC5	\$ 10,036.12	0%	\$ -	\$ 10,036.12	11.5	\$ 115,415	\$ 577.08	\$ 25.09
Dec-22	MCT1	\$ 7,695.15	0%	\$ -	\$ 7,695.15	5	\$ 38,476	\$ 192.38	\$ 19.24
	MCT2	\$ 8,079.89	0%	\$ -	\$ 8,079.89	6	\$ 48,479	\$ 242.40	\$ 20.20
	MCT3	\$ 8,483.86	0%	\$ -	\$ 8,483.86	1	\$ 8,484	\$ 42.42	\$ 21.21
Apr-16	FHS3	\$ 9,809.53	1%	\$ 98.10	\$ 9,907.63	11	\$ 108,984	\$ 544.92	\$ 24.77
	FHS4	\$ 10,300.01	1%	\$ 103.00	\$ 10,403.01	1	\$ 10,403	\$ 52.02	\$ 26.01
Sep-15	VB2	\$ 10,309.43	1%	\$ 103.09	\$ 10,412.52	12	\$ 124,950	\$ 624.75	\$ 26.03
Jan-23	MCT2	\$ 8,079.89	0%	\$ -	\$ 8,079.89	6	\$ 48,479	\$ 242.40	\$ 20.20
	MCT3	\$ 8,483.86	0%	\$ -	\$ 8,483.86	6	\$ 50,903	\$ 254.52	\$ 21.21
Feb-15	Mech 5	\$ 10,769.00	1%	\$ 107.69	\$ 10,876.69	12	\$ 130,520	\$ 652.60	\$ 27.19
							\$ 2,353,982	\$ 10,766.61	

Seasonals:

Rate (ave)	#	Hours	Salary	\$ 2,353,982.34
\$ 20.00	4	1,000	CalPERS Ret.	\$ 553,954.90
		\$80,000	Seasonals	\$82,720.00
Unemployment	\$ 12,000.00	\$2,720.00	Subtotal	\$ 2,990,657.24
	\$82,720.00		Mgr 457	\$ 12,000.00
			Mgr Vehicle All.	\$ 3,000.00
			Staff 457	\$ 10,766.61
CalPERS	Wages	Employer rate	Medicare tax	\$ 35,332.18
13.26% Classic	\$ 1,300,842.44	\$ 172,491.71	Social Security	\$ 4,960.00
8.00% Pepra	\$ 1,053,139.90	\$ 84,251.19	Grand Total	\$ 3,056,716.03
				\$ 553,954.90

CalPERS		Next Year											
Plan Code	Current Year Health Rates	Health Rates (est)	Total Health Costs	Dental Rates	Total Dental	Life Ins. Rates	Total Life Insurance	Vision Rates	Total Vision	SDI	Benefit Cost per person		
5332	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5331	913.74	968.56	11,293.83	94.06	1,128.72	6.11	73.32	13.40	160.80		12,656.67		
5331	913.74	968.56	11,293.83	94.06	1,128.72	6.11	73.32	13.40	160.80		12,656.67		
5333	2,375.72	2,518.26	29,363.90	251.93	3,023.16	6.11	73.32	33.01	396.12		32,856.50		
5251	913.74	968.56	11,293.83	251.93	3,023.16	6.11	73.32	33.01	396.12		14,786.43		
5333	2,375.72	2,518.26	29,363.90	251.93	3,023.16	6.11	73.32	33.01	396.12		32,856.50		
5253	2,375.72	2,518.26	29,363.90	251.93	3,023.16	6.11	73.32	33.01	396.12		32,856.50		
5333	2,375.72	2,518.26	29,363.90	251.93	3,023.16	6.11	73.32	33.01	396.12		32,856.50		
5252	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5331	913.74	968.56	11,293.83	94.06	1,128.72	6.11	73.32	13.40	160.80		12,656.67		
5252	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5332	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5333	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5332	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5333	2,375.72	2,518.26	29,363.90	251.93	3,023.16	6.11	73.32	33.01	396.12		32,856.50		
5332	1,827.48	1,937.13	22,587.65	161.05	1,932.60	6.11	73.32	20.81	249.72		24,843.29		
5333	2,375.72	2,518.26	29,363.90	251.93	3,023.16	6.11	73.32	33.01	396.12		32,856.50		
Subtotal	32,529.12		402,059.92	3,334.09	40,009.08	109.98	1,319.76	437.75	5,253.00	22,174.11	470,815.87		
.33% Admin Cost			1,326.80								1,326.80		
Staff Totals			403,386.72		40,009.08		1,319.76		5,253.00	22,174.11	472,142.67		

CalPERS		Next Year											
Plan Code	Current Year Health Rates	Health Rates (est)	Total Health Costs	Dental Rates	Total Dental	Life Ins. Rates	Total Life Ins.	Vision Rates	Total Vision	SDI	Benefit Cost per person		
5361	283.25	300.25	3,500.97	-	1,500.00			20.81	249.72		5,250.69		
	-	-	-	94.06	1,128.72			20.81	249.72		1,378.44		
6051	420.02	445.22	5,191.45	94.06	1,128.72			13.40	160.80		6,480.97		
6082	840.04	890.44	10,382.89	161.05	1,932.60			20.81	249.72		12,565.21		
6051	420.02	445.22	5,191.45	94.06	1,128.72			13.40	160.80		6,480.97		
5361	283.25	300.25	3,500.97	161.05	1,932.60			20.81	249.72		5,683.29		
5331	913.74	968.56	11,293.83	94.06	1,128.72			13.40	160.80		12,583.35		
6081	420.02	445.22	5,191.45	94.06	1,128.72			13.40	160.80		6,480.97		
6051	420.02	445.22	5,191.45	-	1,500.00			13.40	160.80		6,852.25		
6052	840.04	890.44	10,382.89	161.05	1,932.60			20.81	249.72		12,565.21		
5362	566.50	600.49	7,001.94	161.05	1,932.60			20.81	249.72		9,184.26		
5362	566.50	600.49	7,001.94	161.05	1,932.60			20.81	249.72		9,184.26		
5362	566.50	600.49	7,001.94	161.05	1,932.60			20.81	249.72		9,184.26		
5362	566.50	600.49	7,001.94	161.05	1,932.60			20.81	249.72		9,184.26		
	7,106.40		87,835.10		22,171.80			254.29	3,051.48		113,058.38		
.33% Admin Costs=			289.86								289.86		
Annuitant Totals			88,124.96		22,171.80				3,051.48		113,348.24		

Grand Total	491,511.68	62,180.88	1,319.76	8,304.48	22,174.11	585,490.91
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Medicare Part B Reimb. 24,000.00

609,490.91

A/C #	BUDGET CATEGORY	staff	Budget 23/24	% change	Budget 22/23	% change	Actual 21/22	A vs B	Budget 21/22	Actual 20/21	Actual 19/20
SERVICE AND SUPPLIES											
5201	Clothing and personal supplies (purchased)	MW	\$ 9,000	0%	\$ 9,000	0%	\$ 7,882	-21%	\$ 10,000	\$ 4,859	\$ 6,214
5202	Laundry service and supplies (rented)	MW	\$ 13,000	0%	\$ 13,000	-13%	\$ 10,417	-31%	\$ 15,000	\$ 9,125	\$ 10,648
UTILITIES											
5301	Garbage (Waste Mgmt)	MR	\$ 4,200	14%	\$ 3,700	-8%	\$ 3,788	-5%	\$ 4,000	\$ 3,113	\$ 3,367
5302	PG & E	MR/ MW	\$ 15,000	11%	\$ 13,500	59%	\$ 10,959	29%	\$ 8,500	\$ 8,915	\$ 19,117
5303	Hayward Water & Sewage	MR	\$ 4,500	0%	\$ 4,500	0%	\$ 3,388	-25%	\$ 4,500	\$ 3,394	\$ 3,478
5401	SMALL TOOLS AND INSTRUMENTS	MW	\$ 3,000	0%	\$ 3,000	0%	\$1,963	-35%	\$ 3,000	\$ 2,189	\$ 2,056
MAINTENANCE											
5501	Landscaping service	MW	\$ 5,000	0%	\$ 5,000	0%	\$ 2,780	-44%	\$ 5,000	\$ 5,012	\$ 2,646
5502	Facility Maintenance	MW	\$ 25,000	0%	\$ 25,000	-17%	\$ 23,891	-20%	\$ 30,000	\$ 15,250	\$ 14,033
5503	Maintenance of equipment	MW	\$ 30,000	0%	\$ 30,000	-14%	\$ 25,355	-28%	\$ 35,000	\$ 22,290	\$ 20,600
TRANSPORTATION, TRAVEL, TRAINING, & BOARD											
5601	Fuel and GPS (WexMart)	MW	\$ 60,000	9%	\$ 55,000	2%	\$ 56,272	4%	\$ 54,000	\$ 38,922	\$ 41,906
5602	Meetings, conferences, & travel	RC	\$ 33,000	10%	\$ 30,000	-3%	\$ 30,366	-2%	\$ 31,000	\$ 7,494	\$ 29,831
5603	Board meeting expenses	RC	\$ 800	23%	\$ 650	0%	\$ 542	-17%	\$ 650	\$ -	\$ 295
5604	Board payments in lieu	RC	\$ 16,000	0%	\$ 16,000	-11%	\$ 14,700	-18%	\$ 18,000	\$ 15,300	\$ 13,000
5605	Board plaques and nameplates	RC	\$ 190	0%	\$ 190	6%	\$ 146	-19%	\$ 180	\$ 184	\$ 146
5606	Continuing Education fees	RC	\$ 3,000	0%	\$ 3,000	-21%	\$ 2,700	-29%	\$ 3,800	\$ 2,863	\$ 3,660
5607	Staff Training (staff dev./ college courses)	RC	\$ 15,000	0%	\$ 15,000	-25%	\$ 15,693	-22%	\$ 20,000	\$ 9,890	\$ 6,976
PROFESSIONAL SERVICES											
5701	Audit	MR	\$ 15,000	0%	\$ 15,000	0%	\$ 14,347	-4%	\$ 15,000	\$ 14,156	\$ 12,170
5702	Actuarial reports	MR	\$ 2,200	-48%	\$ 4,200	-11%	\$ 2,200	-53%	\$ 4,700	\$ 1,200	\$ 4,200
5703	Helicopter service	JH	\$ 25,000	0%	\$ 25,000	-29%	\$ -	-100%	\$ 35,000	\$ -	\$ -
5704	Legal Services	RC	\$ 8,000	0%	\$ 8,000	0%	\$ 4,258	-47%	\$ 8,000	\$ 5,263	\$ 35,146
5706	Tax collection service (SCI)	RC	\$ 39,000	5%	\$ 37,000	6%	\$ 36,673	5%	\$ 34,890	\$ 35,545	\$ 34,502
5707	Payroll service (OnePoint)	MR	\$ 10,000	0%	\$ 10,000	-9%	\$ 8,650	-21%	\$ 11,000	\$ 8,835	\$ 8,537
5708	Environmental consultant/ EcoAtlas	EC	\$ 20,000	-9%	\$ 22,000	-56%	\$ 4,121	-92%	\$ 50,000	\$ 4,121	\$ -
5709	HR Services (RGS & other)	RC	\$ 2,500	0%	\$ 2,500	-72%	\$ 4,245	-53%	\$ 9,000	\$ 221	\$ (1,688)
5710	OPEB management (PFM & US Bank)	RC	\$ 25,000	0%	\$ 25,000	3%	\$ 22,542	-7%	\$ 24,360	\$ 22,187	\$ 19,685
5711	Financial advising	RC	\$ 500	-80%	\$ 2,500	-50%	\$ -	-100%	\$ 5,000	\$ -	\$ -
5712	Pre-employment physicals	RC	\$ 750	-25%	\$ 1,000	-33%	\$ 690	-54%	\$ 1,500	\$ 95	\$ 335
5801	MEMBERSHIPS, DUES & SUBSCRIPTIONS	RC	\$ 27,000	-27%	\$ 37,000	54%	\$ 25,103	5%	\$ 24,000	\$ 22,906	\$ 26,317
5802	INSURANCE - VC/JPA	RC	\$ 195,950	10%	\$ 178,136	19%	\$ 159,952	7%	\$ 149,311	\$ 140,724	\$ 133,744
5803	Employee Assistant Program	MR	\$ -	-100%	\$ 1,300	0%	\$ 981	-25%	\$ 1,300	\$ 926	\$ 1,090
5901	COMMUNITY EDUCATION	EC	\$ 53,000	-4%	\$ 55,000	39%	\$ 26,225	-34%	\$ 39,500	\$ 26,317	\$ 22,734
OPERATIONS											
6101	Pesticides	JH	\$ 190,000	4%	\$ 182,000	-4%	\$ 143,588	-24%	\$ 190,000	\$ 174,993	\$ 145,342
6102	Field supplies (dippers etc)	JH	\$ 3,000	-14%	\$ 3,500	-30%	\$ 750	-85%	\$ 5,000	\$ 2,674	\$ 818
6103	Mosquitofish program	MW	\$ 5,000	43%	\$ 3,500	0%	\$ 1,315	-62%	\$ 3,500	\$ 2,722	\$ 2,232
6104	Spray equipment	MW	\$ 8,000	0%	\$ 8,000	-20%	\$ 5,367	-46%	\$ 10,000	\$ 7,620	\$ 3,104
6105	Safety	MW	\$ 8,500	0%	\$ 8,500	0%	\$ 8,894	5%	\$ 8,500	\$ 11,160	\$ 6,819
6106	Aerial Pool Survey	RF	\$ 20,000	0%	\$ 20,000	0%	\$ 21,300	7%	\$ 20,000	\$ 20,000	\$ 20,000
6107	Permits	EC	\$ 2,000	0%	\$ 2,000	0%	\$ 1,362	-32%	\$ 2,000	\$ 4,193	\$ 1,344
HOUSEHOLD EXPENSES											
6201	Janitorial service	MW	\$ 7,500	0%	\$ 7,500	0%	\$ 5,940	-21%	\$ 7,500	\$ 7,357	\$ 5,023
6202	Supplies (+ emergency)	MW	\$ 2,850	0%	\$ 2,850	0%	\$ 1,753	-38%	\$ 2,850	\$ 2,235	\$ 2,012
6203	Alarm service	RF	\$ 11,000	15%	\$ 9,600	37%	\$ 17,695	153%	\$ 7,000	\$ 6,289	\$ 7,782
6301	OFFICE EXPENSES	MR	\$ 13,000	8%	\$ 12,000	0%	\$ 7,003	-42%	\$ 12,000	\$ 9,748	\$ 13,761
IT/ COMMUNICATIONS											
6401	IT Expenses	RF	\$ 70,000	0%	\$ 70,000	0%	\$ 50,704	-28%	\$ 70,000	\$ 42,997	\$ 52,813
6402	Telephone Service & Internet	RF	\$ 10,000	-9%	\$ 11,000	0%	\$ 10,018	-9%	\$ 11,000	\$ 9,778	\$ 8,951
6403	Website hosting	RF	\$ 3,000	25%	\$ 2,400	0%	\$ 2,400	0%	\$ 2,400	\$ 2,400	\$ 2,400
6404	Cell phone service	RF	\$ 15,000	-17%	\$ 18,000	-18%	\$ 8,942	-59%	\$ 22,000	\$ 13,149	\$ 16,151
6405	Microsoft Office 365	RF	\$ 6,000	20%	\$ 5,000	0%	\$ 2,886	-42%	\$ 5,000	\$ 3,240	\$ 2,820
6406	Azure Server Hosting	RF	\$ -	-100%	\$ 1,000	-50%	\$ -	-100%	\$ 2,000	\$ 207	\$ -
LABORATORY											
6501	Mosquito and pathogen monitoring	EHS	\$ 110,000	16%	\$ 95,000	-10%	\$ 66,017	-37%	\$ 105,000	\$ 50,024	\$ 69,571
6502	Insecticide resistance	EHS	\$ 5,000	-68%	\$ 15,500	-9%	\$ 11	-100%	\$ 17,000	\$ 1,943	\$ 7,562
6503	Research	EHS	\$ 35,000	59%	\$ 22,000	0%	\$ 16,326	-26%	\$ 22,000	\$ 12,169	\$ 23,745
Total			\$ 1,185,440	3%	\$ 1,149,526	-3%	\$ 893,100	-25%	\$ 1,184,941	\$ 816,194	\$ 866,995

Estimate of Cash Carryover from Fiscal Year 22/23 to 23/24

	debits	credits	balance
LAIF, County, and BofW Balances as of January 31, 2023			\$ 4,212,295
February check batch #1	\$ 158,000		\$ 4,054,295
February check batch #2	\$ 164,681		\$ 3,889,614
Balance as of February 28, 2023*			\$ 3,932,025 <i>estimates below</i>
March check batch #1	\$ 150,000		\$ 3,782,025
<i>March check batch #2</i>	\$ 150,000		\$ 3,632,025
Balance as of March 31, 2023			\$ 3,632,025
April check batch #1	\$ 150,000		\$ 3,482,025
Deposit		2,200,000	
April check batch #2	\$ 150,000		\$ 5,532,025
Balance as of April 30, 2023			\$ 5,532,025
<i>May check batch #1</i>	\$ 150,000		\$ 5,382,025
<i>May check batch #2</i>	\$ 150,000		\$ 5,232,025
<i>Balance as of May 31, 2023</i>			\$ 5,232,025
<i>June check batch #1</i>	\$ 175,000		\$ 5,057,025
<i>June check batch #2</i>	\$ 175,000		\$ 4,882,025
<i>Balance as of June 30, 2023</i>			
Totals	\$ 1,250,000	\$ 2,200,000	\$ 4,882,025
<i>Unused capital funds (pg. 6)</i>			\$ 47,000
<i>Reserve transfers from prior year</i>			\$ 737,426
Operational requirement (July-December)			\$ 2,986,215
<u>Estimated Cash Carried Over</u>			\$ 1,205,384

*As of February 2023, we are also accounting for CA: CLASS - Operational Fund.

CAPITAL EXPENDITURES (Outlay)						
	2019-20 Budgeted	2020-21	2020-21	2021-22	2022-23	2023-24
<u>19/20 Capital Reserve</u> (new assets & non-capital projects)	\$52,000					
Treatment UAS	\$11,000					
Waterproof UAS	\$17,000					
Larvicide rig	\$10,500					
Lab centrifuge	\$39,000					
Exterior and interior painting	\$75,000					
Interior Flooring	\$204,500					
19/20 Capital Reserve Total						
<u>19/20 Repair and Replace</u> (replacement assets)						
V40	\$40,000					
V45	\$40,000					
19/20 Repair and Replace Total	\$80,000					
Unused capital funds (cash carried over)						
<u>20/21 Capital Reserve</u> (new assets & non-capital projects)						
Exterior & carport painting			\$39,000			
Lobby display			\$20,000			
20/21 Capital Reserve Total			\$59,000			
Unused capital funds (cash carried over)			\$20,500			
<u>20/21 Capital Reserve</u> (new assets & non-capital projects)						
Lobby display				\$ 30,000		
<u>21/22 Repair and Replace</u> (replacement assets)						
V42				\$ 40,000		
20/21 Repair and Replace Total				\$ 70,000		
Unused capital funds (cash carried over)				\$ 30,000		
<u>22/23 Capital Reserve</u> (new assets & non-capital projects)						
Fish Enclosure					\$ 250,000	
Lobby Display					\$ 30,000	
22/23 Capital Reserve Total					\$ 280,000	
<u>22/23 Repair and Replace</u> (replacement assets)						
MapVision - Gen 3					\$ 70,000	
Microscope					\$ 23,000	
22/23 Repair and Replace Total					\$ 93,000	
Unused capital funds (cash carried over)					\$ 47,000	
<u>23/24 Capital Reserve</u> (new assets & non-capital projects)						
23/24 Capital Reserve Total						\$ -
<u>23/24 Repair and Replace</u> (replacement assets)						
MapVision - Gen 3						\$ 70,000
23/24 Repair and Replace Total						\$ 70,000
Unused capital funds (cash carried over)						\$ 47,000

<u>Committed Reserve Funds</u>	<u>Target Level</u>	<u>As of February 28, 2023</u>	<u>Transfers²</u>	<u>Current Funded %</u>	<u>Proposed Funded %</u>
VCJPA Member Contingency Fund ¹	\$341,986	\$346,337	-\$4,351	101%	100%
CA CLASS: Public Health Emergency Fund	\$500,000	\$538,904	-\$38,904	108%	100%
CA CLASS: Repair and Replace Fund	\$4,319,711	\$2,678,047	\$1,032,160	62%	86%
CA CLASS: Operating Reserve Fund	\$2,823,313	\$1,986,990	\$0	70%	70%
CAMP: Capital Reserve Fund ²	\$236,000	\$374,004	\$0 NA		NA
<u>Restricted Reserve Funds</u>					
PARS: Pension Rate Stabilization ³	\$2,690,429	\$2,115,552	\$329,635	79%	91%
Other Post Employment Benefit Fund (OPEB) ⁴	\$3,260,094	\$4,435,145		136%	136%
<u>TOTAL</u>			\$1,318,541		

¹ Balance as of December 31, 2022.

² - Capital Reserve transferred at start of fiscal year to also include repair and replace purchases, all other transfers occur after the fiscal year.

³ - Balance as of January 31, 2023. Unfunded Accrued Liability as of June 30, 2021.

⁴ - OPEB liability as of June 30, 2022.

CHAPTER 200. FINANCIAL

Section 201. Expenditures

By resolution of the Board of Trustees, the Board established the following policy to more efficiently review and approve District expenditures.

- 201.1 The District budget will be reviewed, approved, and modified as necessary by the Board, consistent with existing District policies, procedures, and state law.
- 201.2 The Board authorizes the General Manager to issue warrants that are consistent with the objectives of the budget.
- 201.3 The General Manager shall act as Purchasing Agent unless the Board of Trustees designates another employee. The General Manager may delegate purchasing authority to other personnel in accordance with work functions and operational feasibility.
- 201.4 Any designated Purchasing Agent, within the intent and limits of the District budget, can purchase all materials, supplies, equipment, furnishings, and other property for the District. No purchase of property by any person other than the General Manager or their designated Purchasing Agent shall be binding upon the District or constitute a lawful charge against any District funds.

Section 202. Bidding Policies

- 202.1 Less than \$5,000. Bidding is not required when the item or service to be purchased is less than \$4,999 in value.
- 202.2 \$5,000 to \$15,000. Informal bidding shall be required when the item or service to be purchased costs between \$5,000 and \$15,000. Such bidding may be accomplished by written request for bids sent to selected bidders; by telephone survey of prices; by electronic requests for bids or surveys of prices; or by such other efforts directed towards obtaining a minimum of three bids. The Purchasing Agent shall award the bid to the lowest responsible bidder, unless the Purchasing Agent determines that the public interest requires a different action. The Board will receive a report of all purchases in this cost range. The Board of Trustees authorizes the Purchasing Agent to purchase items described by this policy, provided they do not exceed \$15,000 and do not exceed the District's approved budget amount for the item or service in consideration.
- 202.3 Above \$15,000. When the cost of the item or service to be purchased exceeds \$15,000, formal bidding shall be required. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper

publication, trade journal publication, use of a bid service, or other reasonable solicitation. Solicited sealed bids shall be reviewed by the Board and awarded to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendation, unless the Board makes a determination that it would be in the public's best interest to do otherwise. All bids will be retained as part of the District's official record per District record retention policy. See Appendix 800-1.

202.4 Bidding is Not Required for the following:

- (a) When an emergency situation exists – Designation of an emergency shall be determined General Manager with the consent of the Board President or available Board officer;
- (b) When requiring the services of specialized professionals, such as scientists, engineers, attorneys, or accountants;
- (c) When the item or service can only be obtained from one vendor; or
- (d) When the public interest may otherwise require that bidding be dispensed with, provided that the facts constituting the basis for the exception are documented by the Board or General Manager as appropriate. Documentation for exceptions shall be retained as part of the District's official records for at least two years.

Any warrant issued under this Section 202.4 shall indicate on the warrant list the specific exemption relied upon.

202.5 The General Manager shall first review all bids received to determine if they are responsive to the bid request. The General Manager is authorized to waive minor deviations and irregularities in the bids.

202.6 The General Manager shall also have the authority to inspect and test products for quality and fitness described or identified in any bid to determine its appropriateness, and further, may investigate the character and reputation of any bidder to determine responsibility and capability. The General Manager's analysis of these factors shall be used in the determination and recommendation of the lowest responsible bidder.

202.7 The District contract shall be awarded to the lowest responsible bidder, except as otherwise provided above. When feasible, preference may be given to Alameda County vendors. If two or more bids are substantially identical, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received, and it may re-advertise for additional bids, have District staff perform such work, or negotiate with the lowest bidder.

Section 203. Contracts

- 203.1 The General Manager is hereby authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$25,000 or less.
- 203.2 The Board authorizes the General Manager to enter into contracts that are consistent with the objectives of the budget upon receiving approval from the Board.

Section 204. Warrants

- 204.1 The Board shall review warrants at least monthly to ensure expenditures are within the limitations of the budget, and to raise questions, when appropriate, about any of the listed expenditures.
- 204.2 The Board hereby authorizes the withdrawal of funds from the general fund upon a warrant signed by one member of the Board and the General Manager, or his/her designee.
- 204.3. In an emergency situation where there is not sufficient time to secure prior authorization from the Board, the Board hereby authorizes the General Manager emergency powers to withdraw funds up to \$5000, bypassing the dual signature requirement, as noted in Section 204.2 from the District's transfer bank only. If emergency funds are withdrawn, the Board shall be notified immediately, or as reasonably possible, and the issue shall be placed on the next Board agenda for discussion.

Section 205. Meeting Stipends

- 205.1 Consistent with Health and Safety Code section 2030, the members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the Board of Trustees may by resolution provide for the allowance and payment to each Trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A Trustee may waive the payments permitted by this subdivision. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy. (Health & Safety Code § 2051.)
- 205.2 Meetings and Service Subject Monthly In Lieu of Allowance. To be entitled to the monthly In Lieu Allowance under this policy, the official business in question must constitute one of the following:
 - (a) A meeting of the District Board of Trustees within the meaning of Government Code section 54952.2(a);

- (b) A meeting of a District committee within the meaning of Government Code section 54952(b);
- (c) An advisory body meeting within the meaning of Government Code section 54952(b);
- (d) A conference within the meaning of Government Code section 54952.2(c)(2);
- (e) A meeting of any multi-jurisdictional governmental body on which the General Manager serves as the District's designated representative; or
- (f) Any meeting attended or service provided on a given day at the formal request of the District Board of Trustees and for which the District Board of Trustees approves payment of In Lieu of Allowance stipend.

Section 206. Travel and Payment of Expenses While on Official Business

206.1 Travel and Payment of Expenses While on Official Business will be approved if:

- (a) There is a substantial benefit to the residents of Alameda County
- (b) It includes discussion of the community's concerns with local, regional, state, and federal officials;
- (c) There is participation in local, regional, state, and national organizations whose activities affect the District;
- (d) Educational seminars are attended designed to improve officials' skill and information levels; and
- (e) Public service, team building, or leadership is promoted with service to ACMAD.

Section 207. ACMAD Expense Policy

The following policy governs expenditures of District funds and reimbursement of expenses:

207.1 Authorized Expenses. District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met:

- (a) Expenses associated with communicating with representatives of regional, state, and national government on District adopted policy positions;

- (b) Expenses associated with attending educational seminars designed to improve officials' skill and information levels;
- (c) Expenses associated with participating in regional, state and national organizations whose activities affect the District's interests;
- (d) Expenses associated with attending District events;
- (e) Expenses associated with meetings, such as those listed above for which a meeting stipend is expressly authorized under this policy, or
- (f) Expenses associated with legislative and other District-related local, regional, state, and federal agency business, conducted over meals, where each meal expenditure must also comply with the limits and reporting requirements of local, regional, state, and federal law.

207.2 Any expenditures not included in the budget require approval by the District Board of Trustees.

207.3 Examples of personal expenses that the District will not reimburse include, but are not limited to:

- (a) The personal portion of any trip;
- (b) Political or charitable contributions or events;
- (c) Family expenses, including partner's expenses when accompanying official on District-related business, as well as children- or pet-related expenses;
- (d) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf related expenses), or other cultural events;
- (e) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- (f) Personal losses incurred while on District business.

Any questions regarding the propriety of a particular type of expense should be resolved by the purchasing agent before the expense is incurred.

207.4 Expense Report Content and Submission Deadline. Expense reports must document that each expense claimed has met the requirements of the policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities. Trustees and employees must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant

receipts, in addition to any credit card receipts, are also part of the required documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the individual.

- 207.5 Reports to Governing Board. At the following District Board meeting, each official shall provide a brief oral or written report on meetings or functions attended at District expense. If multiple District representatives attended, a joint report may be provided.
- 207.6 Compliance with Laws. District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.
- 207.7 Violation of this Policy. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) demand for restitution to the District, (3) the District's reporting the expenses as Trustee or employee income to state and federal tax authorities, and (4) prosecution for misuse of public resources.

Section 208. Cost Control

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines.

- 208.1 Transportation. District personnel are expected to use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route. In the event that a more expensive transportation mode or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient, and reasonable mode of transportation. District personnel are encouraged to use public transit when available and feasible and to carpool/ride share when several people are traveling to the same event by automobile. Automobile mileage is reimbursable at Internal Revenue Service prevailing rates in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. Parking, tolls, and other similar expenses relating to travel by auto are reimbursable if necessarily incurred in connection with a meeting or function authorized under this policy.
- 208.2 Lodging. Lodging costs will be reimbursed or paid for by the District when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question. In any event, lodging expenses should be moderate, taking into account community standards and prevailing lodging costs for the area.

- 208.3 Meals. Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. A helpful source of guidance is Internal Revenue Service per diem rates for meals and incidental expenses, which include adjustments for higher cost locations. Alcohol/personal bar bills are not an appropriate use of District resources and will not be reimbursed.
- 208.4 Telephone/Fax/Mobile. Individuals will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business.
- 208.5 Airport Parking. Long-term parking should be used for travel exceeding 24 hours.
- 208.6 Cash Advance Policy. From time to time, it may be necessary for a District representative to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the General Manager at least 14 days prior to the need for the advance with the following information:
- (a) The purpose of the expenditure(s);
 - (b) The benefits of such expenditure to the residents of District;
 - (c) The anticipated amount of the expenditure(s) (for example, actual or expected hotel rates, meal costs, and transportation expenses); and
 - (d) The dates of the expenditure(s).
- Any unused advance must be returned to the District treasury within two business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.
- 208.7 Credit Card Use Policy. The District does not issue credit cards to individual Trustees, but does have credit cards for selected District expenses. Trustees may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures as for cash advances. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within five business days of use. District credit cards may not be used for personal expenses, even if the Trustee or employee subsequently reimburses the District. Purchasing agents have a credit card. Employees can purchase items approved in the budget. Receipts are given to the Office Assistant or Administrator. The receipts are reconciled to the statements and then recorded to the general ledger. Disbursement goes through the warrant process noted above.
- 208.8 In the event circumstances should arise appearing to warrant deviation from these policies, the General Manager shall secure the approval of the Board before making any changes.

Section 209. Conference Policy

- 209.1 Out of State National Mosquito Control Conference. The General Manager or their delegate, trustees, and limited staff may be permitted to attend.
- 209.2 Mosquito and Vector Control Association of California (MVCAC) Conference - Outside of the Bay Area. The General Manager may require certain staff to attend.. Any additional staff may request approval, and this approval will be based on workload and conference involvement.
- 209.3 MVCAC - Within the Bay Area. The General Manager may select any number of District personnel to attend such sessions as he or she may designate from which, in their opinion, the employees and the District would derive the most benefit.
- 209.4 MVCAC Seminars and Workshops. Trustees are encouraged to represent the District at MVCAC seminars, workshops, committee meetings and regional meetings. Approved cost for registration, travel, lodging, and meal will be reimbursed.

Section 210. Loss or Damage to Personal Property

The District will not be responsible for loss or damage to personal items when the loss or damage incurred was not work-related. Each occurrence of loss or damage to the employee's personal property will be reviewed by the Board on a case-by-case basis.

Section 211. Policy for Disposition of Fixed Assets

- 211.1 Fixed assets of \$5,000 or greater current value are considered Capital Assets, have an expected useful life of three years or greater, and must have Board approval before disposal. Disposal of other fixed assets must be approved by the General Manager.
- 211.2 Disposition of fixed assets may be initiated by a Purchasing Agent. A disposal form must be completed by the initiator and approved by the General Manager and Board, consistent with District policy, before the item is disposed of, salvaged or sold. Money received through the disposition of fixed assets shall be deposited in the Repair and Replace Fund.

Section 212. Policy on Petty Cash

The District shall maintain a petty cash fund of \$500 to be used for incidental District expenditures. All reimbursements to employees must be approved by the General Manager, and the transaction documented by pre-numbered voucher with attached receipt of purchase and signed employee request for reimbursement form. The fund

disbursements shall be reviewed by the Board.

Section 213. Fraud Policy

- 213.1 Designated positions as defined in appendix 100-1 are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. "Fraud" is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to their injury. Those defined as a designated position will be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported to the General Manager or alternatively, to the Finance Committee, who coordinates all investigations.
- 213.2 **Actions Constituting Fraud.** The terms "fraud," "embezzlement," "misappropriation," and other fiscal irregularities refer to, but are not limited to:
- (a) Any dishonest or fraudulent act;
 - (b) Forgery or alteration of any document or account belonging to the District;
 - (c) Forgery or alteration of a check, bank draft, or any other financial document;
 - (d) Misappropriation of funds, securities, supplies, equipment, or other assets;
 - (e) Impropriety in the handling or reporting of money or financial transactions;
 - (f) Disclosing confidential and proprietary information to outside parties;
 - (g) Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the District;
 - (h) Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; or
 - (i) Any similar or related irregularity.
- 213.3 **Investigation Responsibilities.** The District Finance Committee has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. The Finance Committee may utilize whatever internal and/or external resources it considers necessary in conducting an investigation. If an investigation substantiates that fraudulent activities have occurred, the Finance Committee will issue reports to the appropriate personnel, and if appropriate, the District Board of Trustees. Decisions to prosecute or refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final dispositions of the case.

- 213.4 Confidentiality. The Finance Committee will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the General Manager or the Finance Committee immediately, and should not attempt to personally conduct investigations or interviews related to the suspected fraudulent act. (See Reporting Procedures in Section 213.6, below.) Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected, but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.
- 213.5 Investigation Authority. Members of the District Finance Committee will have free and unrestricted access to all District records and premises and authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises, without the prior knowledge or consent of any individual who may use or have custody or any such items or facilities, when it is within the scope of the Committee's investigations.
- 213.6 Reporting Procedures. Care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

An employee who discovers or suspects fraudulent activity will contact the General Manager or the Finance Committee immediately. Alternatively, the employee may use the Employee Risk Management Authority (ERMA), a part of the VCJPA self-insurance group coverage. Call Employee Reporting Line at 1-877-651-3924 to make an anonymous report. This line is monitored 24 hours a day.

The employee or other complainant may remain anonymous to the extent that the law will allow. All inquiries concerning the activity under investigation from the suspected individual(s), their legal counsel, or any other inquirer should be directed to the Finance Committee or District legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter."

The individual making the report should be counseled to not contact the suspected individual in an effort to determine facts or demand restitution and to not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the District legal counsel or the Finance Committee.

Section 214. Security

- 214.1 Accounting Security. Petty cash is stored in a locked file cabinet. The General Manager or designee will be the only employee(s) with keys to the petty cash cabinet.

- 214.2 Access to Electronically Stored Accounting Data. It is the policy of the District to utilize passwords to restrict access to accounting software and data. Only duly authorized accounting personnel with data input responsibilities will be assigned passwords that allow access to the system.
- 214.3 Storage of Backup Files. It is the policy of the District to maintain back-up copies of electronic data files. Access to back-up files shall be limited to individuals authorized by management.
- 214.4 General Office Security. During normal business hours, all visitors are required to check in at the front counter. After hours, a key and security passcode are required for access to the District's office. Keys are issued only to employees (and janitorial services).

Section 215. Financial Transactions

- 215.1 Warrant Authorization Signers. Warrant Requests require two signatures from the following group: Board Members and the General Manager or their designee.
- 215.2 Electronic Funds Transfers. The General Manager is authorized to transfer funds between reserve accounts, the general fund, and any vendors where electronic payments are a more efficient process. The General Manager will get pre-approval via the warrant authorization process in the previous section.
- 215.3 Cash Receipts. When miscellaneous checks come in the mail, staff will prepare a deposit form and mail to the general fund with the check. The District keeps a copy of the check for records. All revenue shall be entered in the ledger.
- 215.4 Bank and Cash Account Reconciliations. Reserve accounts and VCJPA statements shall be reconciled once a year at the end of the year. The general fund cash general ledger detail is reconciled as soon as it is received. The Payroll imprest account is reconciled monthly.

Section 216. Liabilities and Assets

- 216.1 Pension Liability. The District's retirement fund shall be at least 80% funded.
- 216.2 Capital Assets. The Financial & HR Specialist maintains a capital depreciation schedule. Items valued over \$5000 are placed on the depreciation schedule. Disposal or sale of capital assets on this schedule must have Board approval.

Section 217. Payroll and Benefits

- 217.1 The District uses a third party administrator (TPA) for payroll. Payroll is paid bi-monthly. The TPA prepares 941 and DE6 forms. The TPA delivers payroll

checks to the District. Employees have the option to have direct deposit handled by the TPA.

- 217.2 Payroll will be recorded to the general ledger twice a month. Payroll is paid out of a separate imprest bank account. Employees enter time into the District database. The reports are reviewed monthly by the management staff.
- 217.3 Administrative/Finance Manager prepares a payroll spreadsheet that is approved and signed by the General Manager. This report is support for the transfer of funds from the County cash account to the payroll account.

Section 218. District Fund Policy

218.1 Policy Statement

218.1.1 The District recognizes the importance of adopting policies for financial reserves and reserve funds that adhere to Government Accounting Standards Board (GASB) guidelines and professional standards/best practices such as those identified by, but not limited to Government Finance Officers Association (GFOA). Written, adopted financial policies regarding designated reserves are a critical element of sound short- and long-term fiscal management. The designation of funds for long-term financial goals is an important element of prudent fiscal management.

218.2 Fund Policy

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

218.2.2 In order to achieve the objectives of this policy, the Board of Trustees shall adhere to the guidelines as set forth herein.

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

218.2.4 Classification of Funds. Funds may be designated by the Board of Trustees as "restricted" or "non-restricted." These classifications are defined under GASB 54 as follows:

- (a) Restricted Funds shall be segregated and limited in use to specific and designated purposes as defined and established by the Board of Trustees. According to GASB 54, Restricted Funds are those that are constrained to specific purposes by the constitution,

external resource providers (such as grantors, bondholders, and higher levels of government), or through enabling legislation. Examples of Restricted Funds, but not limited to, are pension stabilization and Other Post-Employment Benefits (OPEB).

- (b) Non-restricted Funds may be classified as “Committed” or “Assigned.” These funds do not require the physical segregation of funds, but may be segregated if desirable.
- (c) Committed Funds are defined by GASB 54 as those that are constrained to specific purposes by a formal action of the agency’s highest-level decision-making authority (the District’s Board of Trustees). Committed Funds cannot be used for any other purpose, unless the District takes the same highest-level action to remove or change the constraint. The District’s Committed funds include the Public Health Emergency, Repair and Replace, Operating Reserve, and Capital Reserve funds.
- (d) Assigned Funds are defined as those that are intended for a specific purpose, but do not meet the criteria to be classified as Restricted or Committed. Intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority. The District currently has no Assigned Funds.

218.2.5 Investment earnings from Restricted and Non-Restricted Funds shall be credited to the District General Fund, unless otherwise stated herein.

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

218.2.7 The Board of Trustees shall maintain a written Fund Policy.

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

218.3. Funds

218.3.1 The Board of Trustees hereby establishes and **commits** the following funds:

- (a) Public Health Emergency Fund. Appendix 200-1.
- (b) Repair and Replace Fund. Appendix 200-2.

(c) Operating Reserve Fund. Appendix 200-3.

(d) Capital Reserve Fund. Appendix 200-4.

218.3.2 The Board of Trustees hereby establishes and **restricts** the following funds:

(a) Pension Stabilization Fund. Appendix 200-5.

(b) Other Post-Employment Benefits (OPEB) Fund Appendix 200-6

218.4. Target Fund Levels

218.4.1 The Board of Trustees shall establish a stated target fund level for each designated fund.

218.5 Annual Evaluation

218.5.1 The General Manager shall perform a review and analysis of each designated fund for presentation to the Board of Trustees at a public meeting upon the occurrence of the following:

(a) Upon consideration by the Board of Trustees of the annual budget;

(b) Upon any significant change to and/or expenditure(s) from a designated fund; or

(c) Upon determination that a fund balance is less than the established target fund level for a designated fund.

APPENDIX 200-1

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT PUBLIC HEALTH EMERGENCY FUND

Purpose of Fund:

The purpose of the Public Health Emergency Fund is to mitigate the financial impact of unusually high levels of vector-borne disease activity or prevent a future threat to public health from a newly detected invasive mosquito species.

Policy:

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

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

Target Fund Level:

The target balance of this fund is based on an estimate of likely operational needs should the most likely public health threat scenario become reality. This target balance will be reviewed annually and adjusted as needed to remain current. However, it is recognized that having a minimum fund balance of \$500,000 would be prudent.

APPENDIX 200-2

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT REPAIR AND REPLACE FUND

Purpose of Fund:

The purpose of the Repair and Replace Fund is to set aside sufficient financial resources to ensure timely replacement and upgrade of the District's vehicles, mobile equipment, laboratory equipment, operational equipment, administrative equipment, and facilities.

Policy:

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

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

Target Fund Level:

The target balance for this fund is determined by the District's capital asset replacement program and the total cumulative depreciation for the District's capital assets as stated in the District's Basic Financial Statements prepared by the auditor each year. This target

will be reviewed annually and adjusted as needed with the additions, deletions, or replacements of capital assets. A more thorough review shall be completed every 5 years to update the escalation rates, the discount rate, net present value, and overall cash flow required to extend the replacement plan another 5 years. This fund shall be funded in order of preference in 3 or 4-year installments, a lump sum payment, or pay as you go.

APPENDIX 200-3

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT OPERATING RESERVE FUND

Purpose of Fund:

This fund would act as a rate stabilizer, covering unforeseen losses in revenue caused by drastic reductions in property taxes. This fund will preserve the District's credit worthiness, ensure adequate financial resources are available for timely payment of District obligations, and provide liquidity throughout the fiscal year.

Policy:

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

1. The fund shall be known as the "Operating Reserve Fund."
2. The Operating Reserve shall be designated as a Committed reserve fund.
3. Each year, funds can be transferred from the General Fund to the Operating Reserve Fund to ensure the target fund balance is met.
4. Funds transferred from the Operating Reserve Fund shall be expended solely for the purpose covering unforeseen losses in revenue caused by drastic reductions in property taxes.
5. Investment earnings from the Operating Reserve Fund may be credited to the District's General Fund.
6. Annual replenishment will vary, depending upon other designation requirements and current year expense requirements.
7. This policy shall be reviewed on an annual basis for long-term adequacy and use restrictions.

Target Fund Level:

The target fund level for the Operating Reserve Fund is to maintain a minimum equal to 60% of discretionary General Fund revenues, as of July 1st of each fiscal year. If underfunded, 25% of excess revenues will be deposited into the Operation Reserve Fund. This target fund level was established based upon the following general guidelines:

1. The District shall maintain a balance in the Operating Reserve Fund equal to approximately 60% of budgeted expenditures for the fiscal year.
2. For the purpose of this policy, budgeted expenditures shall include all expenditures associated with the following:

- (a) Salaries and Employee Benefits; and
- (b) Services and Supplies.

APPENDIX 200-4

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT CAPITAL RESERVE FUND

Purpose of Fund:

The purpose of the Capital Reserve Fund is to set aside money for large projects rather than withdrawing those funds from the general fund account. Projects may include future capital assets that are ineligible for repair and replace funding such as flooring and painting, or adding new capital assets that are not listed in the capital asset replacement program.

Policy:

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

1. This fund shall be known as the “Capital Reserve Fund.”
2. The Capital Reserve Fund shall be designated as a Committed Fund.
3. These funds will be used to finance large projects that may be identified in the strategic plan.
4. Each year, funds can be transferred from the General Fund to Capital Reserve Fund to ensure the target fund balance is met.
5. Funds transferred from the Operating Capital Reserve shall be expended solely on capital projects that have been identified in the strategic plan
6. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance of this fund is based on large future capital project needs. This target balance will be reviewed annually and adjusted as needed to remain current. If under-funded, 25% of excess revenues will be deposited into the Capital Reserve Fund.

APPENDIX 200-5

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT PENSION STABILIZATION FUND

Purpose of Fund:

The purpose of the Pension Stabilization Fund is to ensure that increasing pension costs are offset by investments in interest-earning accounts.

Policy:

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

1. This fund shall be known as the "Pension Stabilization Fund."
2. The Pension Stabilization Fund shall be designated as a Restricted Fund.
3. These funds will be used to offset increases in pension costs from unfunded liabilities.
4. The Pension Stabilization Fund will be invested in financial institutions that restrict the funds for only pension-related expenses.
5. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

The target balance of this fund is based on the annual CalPERS actuarial report of unfunded liability. This target balance will consider funds in CalPERS combined with the amount in PARS to not exceed 100% of liabilities. If under-funded, 25% of excess revenues will be deposited into the PARS 115 Trust.

Withdrawal:

Withdrawals may be considered in the event of:

- Pension costs affecting operational costs;
- If the growth of pension contribution rates (in dollars) is greater than the growth in property tax revenue;
- Paying off specific pension liabilities that will result in interest savings greater than interest earnings on the Trust Fund;
- Economic conditions or fiscal demands arise, e.g. non-discretionary expenditures exceeding revenues.

APPENDIX 200-6

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT OTHER POST-EMPLOYEE BENEFITS (OPEB) FUND

Purpose of Fund:

The purpose of the Other Post-Employee Benefits (OPEB) Fund is to ensure that agreed-upon health, dental, and vision benefits to retired employees will be fulfilled.

Policy:

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

1. This fund shall be known as the "Other Post-Employee Benefits (OPEB) Fund."
2. The Other Post-Employee Benefits (OPEB) Fund shall be designated as a Restricted Fund.
3. These funds will be used to annually replenish expenses occurred in the General Fund used to provide health, dental, and vision benefits to qualified retired employees along with fund management.
4. The Other Post-Employee Benefits (OPEB) Fund will be invested in financial institutions that restrict the funds for only OPEB-related expenses.
5. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

Target Fund Level:

It is the intent of the District to fully fund the OPEB. The funded status of the OPEB will be assessed based upon the most recent actuarial valuation. Should the plan drop below 90% funded, the District shall consider making an annual contribution equal to at least 50% of the annual determined contribution (ADC) as defined by the most recent actuarial valuation (or whatever percentage the District deems appropriate) from excess revenues. Additionally, the District will review this policy at a minimum biennially, coincident with preparation of the actuarial valuation, to determine if changes to this policy are necessary to ensure adequate resources are being accumulated to fund OPEB benefits.

Withdrawal:

Annual withdrawals are calculated after the close of the fiscal year by adding the prior year's retiree health care, dental, and vision costs along with retiree reimbursements and US Bank and PFM administrative fees.

ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

Capital Asset Replacement Program Analysis and Report



Prepared by

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March 2019

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
DRAFT CAPITAL ASSET REPLACEMENT PROGRAM ANALYSIS AND REPORT**

PURPOSE OF THE PROJECT

The Alameda County Mosquito Abatement District (District) owns a variety of capital assets, including buildings, vehicles, water craft, machinery and equipment. The District is in a position where it has the financial capacity to set aside sufficient cash over the next few years to finance the replacement of its major capital assets for the next 20 years.

The District's services are capital asset-dependent. The District owns more than 70 capital assets, all of which will eventually need to be replaced. Municipal Resource Group, LLC (MRG) was retained by the District to prepare this Capital Asset Replacement Program Analysis and Report (Report), which identifies the District's ongoing capital asset replacement requirements and proposes capital asset replacement funding strategies.

This Report includes a Capital Asset Replacement Schedule that identifies (i) a list of existing capital assets that will be replaced; (ii) the estimated useful life of each capital asset; and (iii) the estimated current and future replacement cost of each capital asset.

The Capital Asset Replacement Schedule forms the basis for the Report's Capital Asset Funding Strategies, with each strategy projecting costs over the next 20 years. MRG first performed a Pay-As-You-Go analysis to determine annual budget requirements as part of an Annual Budget Strategy. MRG then performed a Net Present Value Analysis to determine the amount of money required to be reserved now to pay for the eventual replacement of existing capital assets as part of a Reserve Fund Strategy.

The Report also includes a Cash Flow Analysis to ensure that adequate funds would be available on an annual basis to pay for the replacement of existing capital assets under the Net Present Value Analysis/Reserve Fund Strategy, including scenarios where the net present value cost is funded over one year, three years or four years.

I. PROJECT METHODOLOGY

MRG worked collaboratively with District staff in conducting the analysis and in preparing this Report. The Project Methodology included the following steps, tasks, analyses and deliverables:

1. MRG consultants met with key District staff to confirm the project objectives and discuss the project tasks, timelines and deliverables. MRG received a preliminary list of District assets, including year of purchase and purchase price for each asset.
2. MRG conducted a second site visit, during which specific assets were visually confirmed. MRG met with District staff to discuss capital assets that would be

replaced, and proposed methodologies for determining useful lives and replacement costs.

3. Working with District staff, MRG prepared a Capital Asset Replacement Schedule, identifying for each capital asset the year it was placed in service, as well as its useful life, original cost and current replacement cost. A list of existing capital assets that are not planned to be replaced was also prepared. District staff provided input on all assumptions and data.
4. MRG prepared a Draft Capital Asset Replacement Program Analysis and Report for consideration by District staff.

II. CAPITAL ASSET REPLACEMENT SCHEDULE

The District's capital assets include major building systems, vehicles, shop equipment, fish equipment, and lab equipment. Several non-capital assets were included in the schedule and analysis at the request of the District, because even though these items do not qualify as capital assets, the District has an ongoing need to finance periodic replacement of these costly items.

A Capital Asset Replacement Schedule has been prepared (**Exhibit A**), which includes approximately 70 separate capital assets, each with a current replacement cost in excess of five thousand dollars. Existing capital assets that will not be replaced and assets with a replacement cost of less than five thousand dollars are not included in the Capital Asset Replacement Schedule.

The Capital Asset Replacement Schedule provides the following information:

Year Purchased/In Service – the year in which the capital asset was either purchased or placed into service by the District.

Asset Description – a brief description and/or the brand/model of the capital asset.

Service Life – the estimated *useful* life of the capital asset. Useful lives range from five years for certain equipment to 40 years for parking lot concrete pavement.

Original Acquisition Cost – the *cost*, according to the District's financial records, of the capital asset when it was purchased.

Current Replacement Cost – the *estimated* cost to replace the capital asset in 2019.

Replacement Cost Source – the *methodology* or the source of information used to estimate the current (2019) replacement cost of the capital asset. Several methods and/or sources were used to estimate current replacement cost:

Cost + ENR-BCI – for major building systems, the analysis uses the original cost and adjusts that cost by the Engineering News Record – 20 City Average Building Construction Cost Index (ENR-BCI) from the date the capital asset was placed into service to 2019. The ENR-BCI is a commonly used index that tracks the average cost of construction. The ENR-BCI annual average over the past 20 years is 2.92%.

Cost + CPI – for some capital assets, the analysis uses the original cost and adjusts that cost by a Consumer Price Index (CPI) factor. The analysis applies a 2.79% annual CPI factor from the date the capital asset was purchased to 2019, consistent with the Consumer Price Index – All Urban Consumers – San Francisco-Oakland-San Jose, which has averaged 2.79% annually over the past 20 years.

Brand Names – MRG and/or District staff researched supplier and trade industry costs for some of the capital assets. For example, brand name assets such as “Alco HVAC,” “John Deere,” “Mar-Len,” “Fisher Scientific” and other brands were researched to determine actual current prices (including sales tax).

District – replacement cost is based on District staff’s experience in acquiring capital assets.

MRG – replacement cost is based on MRG’s experience in conducting similar analyses.

A. Assets Not Included in the Capital Asset Replacement Schedule

The District has a “capitalization” standard of five thousand dollars, meaning that any asset purchase in an amount less than five thousand dollars is “expensed” and not carried in the District’s financial statements as an asset. The Capital Asset Replacement Schedule does not include existing assets with a current replacement cost of less than five thousand dollars.

District staff identified certain capital assets that will not be replaced, because of obsolescence or for other reasons. These capital assets are also not included in the Capital Asset Replacement Schedule.

When the District purchases a new vehicle, the older vehicle it has replaced is sometimes placed in a fleet “pool” and is used by staff as a back-up vehicle, until it is eventually disposed of at auction in accordance with surplus property procedures. These pool vehicles are not subsequently replaced, and are not included in the Capital Asset Replacement Schedule.

While major building systems that will require eventual replacement are included in the Capital Asset Replacement Schedule (such as roofs and HVAC systems), complete

replacement of the District’s permanent buildings is not included in the Capital Asset Replacement Schedule, for several reasons. First, assets that “depreciate” are typically included in a replacement schedule; buildings do not necessarily depreciate over time, and may in fact appreciate in value. Second, if District facilities were to be relocated to another location in the future, there would be significant resale value attributable to the existing buildings and facilities, the value of which is not known at this time. Third, purchase or construction of any future replacement buildings would likely be financed by bond proceeds, with debt service payments made in the years following the purchase or construction of the new facilities, rather than reserved in advance. Fourth, the analysis in this Report is based on a 20-year period, and the District’s relatively new buildings and facilities will not likely be replaced within that time frame.

Exhibit B lists the five existing capital assets that have been excluded from the Capital Asset Replacement Schedule for the reasons identified above.

III. CAPITAL ASSET FUNDING STRATEGIES

The Capital Asset Replacement Schedule forms the basis of this Report’s analysis for the Capital Asset Funding Strategies. There are two primary Capital Asset Funding Strategies presented below.

A. Pay-As-You-Go Analysis/Annual Budget Strategy

The Pay-As-You-Go Analysis estimates the cost of replacing each existing capital asset in the year in which it is expected to be replaced (when the useful life expires). The cost in the replacement year is “inflation-adjusted” by one of the two following factors:

1. For major building systems, the replacement cost in the year in which the asset is expected to be replaced is based on the current replacement cost adjusted by an average annual 2.92% ENR-BCI factor from 2019 to the expected replacement year. For example, a capital asset with a current (2019) replacement cost of \$100,000 that is scheduled to be replaced in 2020 would have a 2020 replacement cost of \$103,000 (all replacement costs are rounded).
2. For equipment, vehicles and other purchased assets, the replacement cost in the year in which the asset is expected to be replaced is based on the current (2019) replacement cost, adjusted by an average annual 2.79% CPI factor from 2019 to the replacement year.

Exhibit C provides the Pay-As-You-Go Analysis. It provides the inflation-adjusted replacement cost for all District-owned capital assets, with 2019 as the base year replacement cost and continuing from 2020 through 2039, a 20-year period. All existing capital assets will be replaced at least once during the 20-year period, except for the parking lot concrete pavement and two 800 gallon fish tanks, which are scheduled to be replaced

after the 20-year period. Assets with relatively short useful lives may be replaced more than once during the 20-year period.

Exhibit C can be used as an Annual Budget Strategy tool, in that it estimates the amount in inflation-adjusted dollars required in any given year to replace capital assets that have reached the end of their useful lives.

The Pay-As-You-Go Analysis/Annual Budget Strategy indicates that the annual replacement cost (in inflation-adjusted dollars) would range from \$66,000 in 2028 to \$487,000 in 2035. Exhibit C identifies the replacement cost for each capital asset from 2019 through 2039. **Table IV-1**, below, provides a summary of the Annual Budget Strategy requirements in inflation-adjusted dollars.

Table IV-1: Annual Budget Strategy Requirements, Inflation-Adjusted Dollars

Year	Capital Budget Requirement
2019	\$74,000
2020	\$386,000
2021	\$185,000
2022	\$313,000
2023	\$83,000
2024	\$164,000
2025	\$440,000
2026	\$241,000
2027	\$407,000
2028	\$66,000
2029	\$219,000
2030	\$95,000
2031	\$205,000
2032	\$411,000
2033	\$97,000
2034	\$378,000
2035	\$487,000
2036	\$215,000
2037	\$404,000
2038	\$482,000
2039	\$251,000

It is noted that any new capital assets added to the District's inventory in future years would need to be added to the Capital Asset Replacement Schedule, and the Pay-As-You-Go Analysis would need to be rerun at regular intervals.

B. Net Present Value Analysis/Reserve Fund Strategy

The District is in a position where it has the financial capacity to set aside sufficient cash over the next few years to finance the replacement of its major capital assets for the next 20 years.

The Net Present Value Analysis estimates the amount of money that would need to be set aside in a reserve fund in 2019, which if invested at a given interest rate (also known as a discount rate) would provide sufficient funding to pay for the inflation-adjusted cost of replacing all current capital assets over the 20-year period.

The Net Present Value Analysis assumes that money in a reserve fund would accrue interest income at an annual interest rate of 2.26%, which has been the average annual California State Treasurer Local Agency Investment Fund (LAIF) interest rate over the past 20 years. A lower interest rate (discount rate) would result in a higher net present value and a higher amount required to be set aside in 2019 to fully fund the replacement of all existing capital assets. Similarly, a higher interest rate (discount rate) would result in a lower net present value and a lower amount required to be set aside in 2019 to fully fund the replacement of all existing capital assets.

Table IV-2, below, provides the Net Present Value Analysis. Based on the Capital Asset Replacement Schedule and an assumed interest rate/discount rate of 2.26%, the District would need to set aside \$4,319,711 in a reserve fund in 2019, which would be invested and would accrue interest at an annual rate of 2.26% over the 20-year period to provide sufficient funding for the replacement of the District’s existing capital assets.

Table IV-2: Net Present Value Analysis, Inflation-Adjusted Dollars, 2.26% Discount Rate

Year	Inflation-Adjusted Expense
2019	\$74,000
2020	\$386,000
2021	\$185,000
2022	\$313,000
2023	\$83,000
2024	\$164,000
2025	\$440,000
2026	\$241,000
2027	\$407,000
2028	\$66,000
2029	\$219,000
2030	\$95,000
2031	\$205,000
2032	\$411,000
2033	\$97,000
2034	\$378,000
2035	\$487,000
2036	\$215,000
2037	\$404,000
2038	\$482,000
2039	\$251,000
Net Present Value ¹	\$4,319,711

¹The Net Present Value Discount Rate of 2.26% is based on the average quarterly Local Agency Investment Fund interest rate as reported by the California State Treasurer over the past 20 years.

If the District chose to fund the net present value over three years, it could do so by making annual deposits of \$1,472,000 into the Capital Replacement Fund in the years 2019, 2020 and 2021.

Alternatively, if the District chose to fund the net present value over four years, it could do so by making annual deposits of \$1,116,000 into the Capital Replacement Fund in the years 2019, 2020, 2021 and 2022.

It is noted that any new capital assets that are added to the District's inventory in the future would need to be added to the Capital Asset Replacement Schedule, and the Net Present Value Analysis/Reserve Fund Strategy would need to be rerun at regular intervals.

C. Cash Flow Analysis

The Cash Flow Analysis is based on the Net Present Value Analysis. It provides the annual flow of funds in the Capital Replacement Fund, under three different scenarios. Under the three scenarios, initial capital replacement reserve deposits over one, three, or four years are assumed, plus 2.26% annual interest on the fund balance over 20 years, less capital asset expenditures over 20 years, resulting in a \$0 Capital Replacement Fund balance at the end of 20 years. The Cash Flow Analysis is provided to confirm that annual funding is adequate for the replacement of the existing capital assets under the Net Present Value/Reserve Fund Strategy, based on the assumptions described in this Report. However, it is noted that the analysis is interest rate sensitive. While the interest rates have averaged 2.26% over the past 20 years, the rates fluctuate over time. If interest rates trend low for an extended period of time or do not achieve the long-term 2.26% average, the initial Capital Reserve Fund deposits will not be sufficient to fully fund the replacement of all capital assets.

Under the first scenario, as presented in **Table IV-3**, below, the District would make a one-time deposit of \$4,319,711, to the Capital Replacement Fund in 2019, using approximately \$500,000 in funds from the Repair and Replacement Fund and from other available funds.

**Table IV-3: Scenario 1: Cash Flow Analysis/Capital Reserve Fund
Using a One-Time Cash Deposit of \$4,319,711**

Year	Beginning Fund Balance	Plus: Interest Income (2.26%)	Less: Capital Expense	Ending Fund Balance
2019	\$4,319,711	\$97,625	(\$74,000)	\$4,343,336
2020	\$4,343,336	\$98,159	(\$386,000)	\$4,055,495
2021	\$4,055,495	\$91,654	(\$185,000)	\$3,962,150
2022	\$3,962,150	\$89,545	(\$313,000)	\$3,738,694
2023	\$3,738,694	\$84,494	(\$83,000)	\$3,740,189
2024	\$3,740,189	\$84,528	(\$164,000)	\$3,660,717
2025	\$3,660,717	\$82,732	(\$440,000)	\$3,303,449
2026	\$3,303,449	\$74,658	(\$241,000)	\$3,137,107
2027	\$3,137,107	\$70,899	(\$407,000)	\$2,801,006
2028	\$2,801,006	\$63,303	(\$66,000)	\$2,798,308
2029	\$2,798,308	\$63,242	(\$219,000)	\$2,642,550
2030	\$2,642,550	\$59,722	(\$95,000)	\$2,607,272

Year	Beginning Fund Balance	Plus: Interest Income (2.26%)	Less: Capital Expense	Ending Fund Balance
2031	\$2,607,272	\$58,924	(\$205,000)	\$2,461,196
2032	\$2,461,196	\$55,623	(\$411,000)	\$2,105,819
2033	\$2,105,819	\$47,592	(\$97,000)	\$2,056,411
2034	\$2,056,411	\$46,475	(\$378,000)	\$1,724,886
2035	\$1,724,886	\$38,982	(\$487,000)	\$1,276,868
2036	\$1,276,868	\$28,857	(\$215,000)	\$1,090,725
2037	\$1,090,725	\$24,650	(\$404,000)	\$711,376
2038	\$711,376	\$16,077	(\$482,000)	\$245,453
2039	\$245,453	\$5,547	(\$251,000)	\$ - 0 -

Under the second scenario, as presented in **Table IV-4**, below, the District would make annual deposits of \$1,472,000 in 2019, 2020 and 2021 into the Capital Replacement Fund, using approximately \$500,000 in funds available from the Repair and Replacement Fund and other available funds.

Table IV-4: Scenario 2: Cash Flow Analysis/Capital Reserve Fund Using Three Annual Deposits

Year	Beginning Fund Balance	Deposits	Plus: Interest Income (2.26%)	Less: Capital Expense	Ending Fund Balance
2019	\$ - 0 -	\$1,472,000	\$33,267	(\$74,000)	\$1,431,267
2020	\$1,431,267	\$1,472,000	\$65,614	(\$386,000)	\$2,582,881
2021	\$2,582,881	\$1,472,615	\$91,654	(\$185,000)	\$3,962,150
2022	\$3,962,150		\$89,545	(\$313,000)	\$3,738,695
2023	\$3,738,695		\$84,495	(\$83,000)	\$3,740,189
2024	\$3,740,189		\$84,528	(\$164,000)	\$3,660,718
2025	\$3,660,718		\$82,732	(\$440,000)	\$3,303,450
2026	\$3,303,450		\$74,658	(\$241,000)	\$3,137,108
2027	\$3,137,108		\$70,899	(\$407,000)	\$2,801,006
2028	\$2,801,006		\$63,303	(\$66,000)	\$2,798,309
2029	\$2,798,309		\$63,242	(\$219,000)	\$2,642,551
2030	\$2,642,551		\$59,722	(\$95,000)	\$2,607,273
2031	\$2,607,273		\$58,924	(\$205,000)	\$2,461,197
2032	\$2,461,197		\$55,623	(\$411,000)	\$2,105,820
2033	\$2,105,820		\$47,592	(\$97,000)	\$2,056,412
2034	\$2,056,412		\$46,475	(\$378,000)	\$1,724,886
2035	\$1,724,886		\$38,982	(\$487,000)	\$1,276,869
2036	\$1,276,869		\$28,857	(\$215,000)	\$1,090,726
2037	\$1,090,726		\$24,650	(\$404,000)	\$711,377
2038	\$711,377		\$16,077	(\$482,000)	\$245,454
2039	\$245,454		\$5,547	(\$251,000)	\$ 1

Under the third scenario, as presented in **Table IV-5**, below, the District would make annual deposits of approximately \$1,116,000 in 2019, 2020, 2021 and 2022 into the Capital Replacement Fund, using approximately \$500,000 in funds available from the Repair and Replacement Fund and other available funds.

**Table IV-5: Scenario 3: Cash Flow Analysis/Capital Reserve Fund
Using Four Annual Deposits**

Year	Beginning Fund Balance	Deposits	Plus: Interest Income (2.26%)	Less: Capital Expense	Ending Fund Balance
2019	\$ - 0 -	\$1,116,000	\$25,222	(\$74,000)	\$1,067,222
2020	\$1,067,222	\$1,116,000	\$49,341	(\$386,000)	\$1,846,562
2021	\$1,846,562	\$1,116,807	\$66,972	(\$185,000)	\$2,845,342
2022	\$2,845,342	\$1,116,808	\$89,545	(\$313,000)	\$3,738,694
2023	\$3,738,694		\$84,494	(\$83,000)	\$3,740,189
2024	\$3,740,189		\$84,528	(\$164,000)	\$3,660,717
2025	\$3,660,717		\$82,732	(\$440,000)	\$3,303,449
2026	\$3,303,449		\$74,658	(\$241,000)	\$3,137,107
2027	\$3,137,107		\$70,899	(\$407,000)	\$2,801,006
2028	\$2,801,006		\$63,303	(\$66,000)	\$2,798,308
2029	\$2,798,308		\$63,242	(\$219,000)	\$2,642,550
2030	\$2,642,550		\$59,722	(\$95,000)	\$2,607,272
2031	\$2,607,272		\$58,924	(\$205,000)	\$2,461,196
2032	\$2,461,196		\$55,623	(\$411,000)	\$2,105,819
2033	\$2,105,819		\$47,592	(\$97,000)	\$2,056,411
2034	\$2,056,411		\$46,475	(\$378,000)	\$1,724,886
2035	\$1,724,886		\$38,982	(\$487,000)	\$1,276,868
2036	\$1,276,868		\$28,857	(\$215,000)	\$1,090,725
2037	\$1,090,725		\$24,650	(\$404,000)	\$711,376
2038	\$711,376		\$16,077	(\$482,000)	\$245,453
2039	\$245,453		\$5,547	(\$251,000)	\$ - 0 -

IV. SUMMARY, RECOMMENDATIONS AND CONCLUSION

A. Summary

This Capital Asset Replacement Program Analysis and Report provides a current Capital Asset Replacement Schedule and strategies to fund the replacement of the District's existing capital assets over the next 20 years.

The Pay-As-You-Go/Annual Budget Strategy provides the estimated annual inflation-adjusted amount the District would need to budget each year to replace existing capital assets. The range of inflation-adjusted budget requirements over a 20-year period ranges from \$66,000 in 2028 to \$487,000 in 2035.

The Net Present Value/Reserve Fund Strategy calculates the amount that would need to be set aside today, to be invested and accruing interest at an average of 2.26%, to fund the eventual replacement of all of the District's existing capital assets over the next 20 years should the District decide to fund the entire amount at one time. The Net Present Value/Reserve Fund Strategy amount that should be set aside in the Capital Replacement fund is \$4,319,711.

The Cash Flow Analysis, based on the Net Present Value/Reserve Fund Strategy, demonstrates that adequate funding would be available, assuming that a deposit of

\$4,319,711 is made into the Capital Replacement Fund, with interest accruing on that deposit at 2.26% annually, and that capital assets are replaced at the replacement costs and in the replacement years identified in this Report. The Cash Flow Analysis also shows that adequate funding would be available if, instead, annual deposits of \$1,472,000 were made in the years 2019, 2020 and 2021, or if annual payments of \$1,116,000 were made in the years 2019, 2020, 2021 and 2022.

There are several variables and scenarios under which these analyses and strategies would need to be updated and revised. These would include, at a minimum:

- Capital assets are not replaced based on the Capital Asset Replacement Schedule;
- Capital assets are replaced at inflation-adjusted costs that differ from this Report's estimated capital asset replacement costs;
- Additional capital assets not currently on the Capital Asset Replacement Schedule are acquired and replaced; or
- Interest rates remain low for an extended period of time and do not increase reasonably early in the 20-year period to achieve the long-term 2.26% average.

Therefore, as the District replaces existing capital assets or acquires new capital assets, it should update the Capital Asset Replacement Schedule. In addition, the District should periodically review and update the Pay-As-You-Go and Net Present Value Analyses to ensure that adequate funds are being set aside for capital asset replacement.

B. Recommendations

Recommendation 1: MRG recommends the Net Present Value/Reserve Fund Strategy with payments over either three or four years. This would require either annual deposits of \$1,472,000 in years 2019, 2020 and 2021; or annual deposits of \$1,116,000 in years 2019, 2020, 2021 and 2022.

The District has previously and prudently established a Capital Repair and Replacement Fund. In addition, the District has other reserves, and currently has a significant positive operating margin that could be used to fund the Capital Replacement Fund. MRG does not recommend the Pay-As-You-Go/Annual Budget Strategy, since it would require an uneven annual budgetary commitment, ranging from \$66,000 in 2028 to \$487,000 in 2035 in inflation-adjusted dollars. MRG also does not recommend the Net Present Value/Reserve Fund Strategy with an up-front one-time deposit of \$4,319,711 in 2019, because it appears that insufficient funds are available at this time.

Recommendation 2: MRG recommends that the District update the Capital Asset Replacement Schedule as it acquires new assets or replaces existing assets.

Maintaining an accurate and up-to-date Capital Asset Replacement Schedule will make future analyses much simpler to perform. MRG will provide instructions, separate from this

Report, to assist the District in establishing a system for updating the Capital Asset Replacement Schedule.

Recommendation 3: MRG recommends that the District update the Pay-As-You-Go and Net Present Value Analyses at approximately five-year intervals to ensure that adequate funds are being set aside for capital asset replacement.

Regular updates to the Pay-As-You-Go and Net Present Value Analyses will ensure that the District can adjust its funding needs as new assets are acquired, existing assets are replaced, economic conditions evolve, and asset replacements outside the initial 20-year period come due. MRG will provide instructions, separate from this Report, to assist the District in establishing a system for updating the analyses.

C. Conclusion

Implementation of the recommended approach to funding the Net Present Value/Reserve Fund Strategy on a three- or four-year basis, with periodic reviews, will ensure adequate funds are available to replace the items currently listed on the Capital Asset Replacement Schedule. It is important to note that as both new and replacement items are added to the list there will be a need for the District to begin to add funds to the Reserve Fund to make certain there is adequate funding for their replacement.

A five-year review and replacement fund analysis will ensure the District identifies the future replacement costs for the new and replacement items. MRG is available to assist the District in creating a review schedule and protocol to make certain the Capital Asset Replacement Schedule is maintained adequately to meet the District's future needs.

YEAR PURCHASED / IN SERVICE	ASSET DESCRIPTION	SERVICE LIFE	ORIGINAL ACQUISITION COST	CURRENT REPLACEMENT COST	2038	2039
BUILDING MAJOR SYSTEMS						
Future Cost Based on Current Cost Plus 2.92% Annual ENR-BCI						
2005	HVAC (small)	20	n/a	\$8,000		
2005	HVAC (small)	20	n/a	\$8,000		
2005	HVAC (medium)	20	n/a	\$9,000		
2005	HVAC (medium)	20	n/a	\$9,000		
2005	HVAC (medium)	20	n/a	\$9,000		
2005	HVAC (large)	20	n/a	\$10,000		
2009	Electric Gate	20	\$10,275	\$14,000		
2011	Roof Gutter System	15	\$17,075	\$21,000		
2015	Parking Lot Asphalt Pavement	20	\$77,668	\$87,000		
2005	Parking Lot Concrete Pavement (5,200 s. f.)	40	n/a	\$104,000		
2015	Roof Installation - Shop	20	\$50,608	\$57,000		
2018	Roof Installation - Office	20	\$107,000	\$133,000	\$230,000	
1990	Public Ed Shed	35	n/a	\$8,000		
1985	Wash Rack - Pad and Separator	40	\$8,000	\$50,000		
1985	Parking Structure Roof (6,400 s.f.)	35	n/a	\$96,000		
VEHICLES						
Future Cost Based on Current Cost Plus 2.79% Annual CPI						
2003	2003 Ford E-150 Cargo Van 4X2	20	\$27,070	\$42,000		
2005	2005 Jeep Wrangler 4X4 RHD (White)	20	\$30,140	\$44,000		
2005	2005 Jeep Wrangler 4X4 RHD (Red)	20	\$30,140	\$44,000		
2019	2008 Ford Ranger 4DR 4X4	10	\$22,530	\$37,000	\$64,000	
2009	2009 Ford F-150 4X4	12	\$29,495	\$39,000		
2019	2009 Ford Ranger 4DR 4X2	10	\$29,225	\$37,000	\$64,000	
2011	2011 Ford Ranger 4DR 4X4	10	\$22,899	\$37,000		
2011	2011 Ford F-150 4X4	12	\$29,582	\$37,000		
2011	2011 Ford Ranger 4DR 4X2	10	\$22,899	\$37,000		
2012	2012 Ford F-150 4X4 Long Bed	12	\$27,764	\$34,000		
2012	2012 Ford F-150 4X4 Long Bed	12	\$27,764	\$34,000		
2012	2012 Ford F-150 4X4 Long Bed	12	\$27,764	\$34,000		
2014	2013 Jeep Wrangler 4X4 RHD	20	\$34,909	\$40,000		
2014	2014 Ford F-150 4X4 XTRA Cab	12	\$30,783	\$35,000	\$59,000	
2014	2014 Ford F-150 4X4X TRA Cab	12	\$26,783	\$31,000	\$52,000	
2014	2014 Ford Fusion Hybrid	12	\$28,146	\$32,000	\$54,000	
2015	2014 Ford F-150 4X2 Long Bed	12	\$26,984	\$30,000	\$52,000	
2015	2015 Nissan Frontier 4X4 XTRA Cab	12	\$26,690	\$30,000	\$52,000	
2017	2017 GMC Canyon 4X4	12	\$37,000	\$39,000		
2017	2017 GMC Canyon 4X4	12	\$37,000	\$39,000		
2018	2018 GMC Canyon 4X4	12	\$37,910	\$39,000		
2011	Argo All Terrain Vehicle	10	\$28,519	\$30,000		
2012	Argo All Terrain Vehicle	10	\$23,949	\$30,000		
2014	Argo All Terrain Vehicle	10	\$27,428	\$30,000		
2015	Argo All Terrain Vehicle	10	\$27,687	\$30,000		
SHOP EQUIPMENT						
Future Cost Based on Current Cost Plus 2.79% Annual CPI						
2016	Mar-Len, Pressure Water System	5	\$6,875	\$8,000		
2000	Vehicle Lift	25	\$10,000	\$15,000		
2000	Tire Balancer	25	n/a	\$5,000		
2000	Tire Changer	25	n/a	\$5,000		
2000	Two Ton Crane Hoist	25	\$5,000	\$8,000		
1991	Oil Tank (BVA) and Slab	35	n/a	\$50,000		
2005	Mozzie Electric ULV	15	\$8,000	\$15,000		
1985	Leco Gas ULV/Larvicidal Rig	35	\$7,000	\$15,000		
2018	London Fogger	10	\$17,000	\$17,000	\$29,000	
FISH EQUIPMENT						
Future Cost Based on Current Cost Plus 2.79% Annual CPI						
1990	Fish Tank (2,400 gal)	35	n/a	\$24,000		
2002	Filtration (large)	20	n/a	\$12,000		
2015	Fish Tank, Sac. Koi (800 gal)	25	\$10,827	\$12,000		
2015	Filtration (small)	10	\$7,000	\$8,000		
2016	Fish Tank, Sac. Koi (800 gal)	25	\$10,469	\$12,000		
LAB EQUIPMENT						
Future Cost Based on Current Cost Plus 2.79% Annual CPI						
2015	Microscope	10	\$6,267	\$23,000		
2015	Microscope	10	\$6,267	\$23,000		
2015	Lifetech PCR Machine	5	\$33,978	\$31,000		
2015	Incubator	8	n/a	\$11,000	\$19,000	
2016	Lifetech Nucleic Acid Isolator	5	\$24,511	\$25,000		
2016	Bio Tek Spec Plate Reader	8	\$8,828	\$11,000		
2018	Autoclave	10	\$7,493	\$7,000	\$12,000	
2018	Minus 80 Freezer	8	\$17,720	\$17,000		
2018	Drone	5	\$26,820	\$27,000	\$46,000	
NON-CAPITAL ASSETS						
Future Cost Based on Current Cost Plus 2.79% Annual CPI						
2017	Mosquito District Database	5	\$233,000	\$246,000		
2005	Painting - Exterior Main Building	15	n/a	\$25,000		
2005	Painting - Interior Main Building	15	n/a	\$15,000		
2005	Painting - Parking Structure	15	n/a	\$15,000		
2005	Flooring - Main Building (7,200 s. f.)	15	n/a	\$108,000		
2000	Landscaping	20	n/a	\$15,000		
TOTAL, ALL ASSETS (Inflation-Adjusted Dollars)					\$482,000	\$251,000