

AGENDA

1006th MEETING OF THE BOARD OF TRUSTEES
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
FEBRUARY 12, 2014

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: Barbara Halliday, President, City of Hayward
Ryan Clausnitzer, Vice-President, City of Alameda
George Young, Secretary, City of Fremont
Dennis Bray, County-at-large
City of Oakland, vacant
James N. Doggett, City of Livermore
City of Emeryville, vacant
Richard Guarienti, City of Dublin
City of Piedmont, vacant
Kathy Narum, City of Pleasanton
Jim Prola, City of San Leandro
Ronald Quinn, City of Union City
William M. Spinola, City of Newark
Jan O. Washburn, City of Berkeley

1. **Call to order**
2. **Roll call**
3. **Public Comment** President Halliday invites any member of the public to speak at this time on any issue relevant to the District. (Each individual is limited to five minutes)
4. **Approval of the Minutes** of the 1005th meeting held January 8, 2014. (Board action required)
5. **Authorization of Sale of Surplus Equipment.** The District proposes to sell two surplus right hand drive vehicles which were formerly used for treatment of catch basins. The vehicles could be sold to auto dismantlers or to an auction yard. (Board Action Required.)
6. **Review of bids and awarding of contract** for the purchase of a 2014 Ford Fusion Hybrid Sedan to replace the Ford Explorer. (Board action required.)
7. **Review of the Warrants** dated January 15, 2014 numbering 034114 through 036414 amounting to \$129,076.79 and warrants dated January 31, 2014 numbering 036514 through 039514 amounting to \$93,620.90 (Information only)
8. **Review of Account Balances** as of January 31, 2014. (Information Only)
9. **Transfer of funds from General Fund to Trust Fund for Retiree Health Benefits (OPEB Fund).** The budget approved by the Board in July, 2013 for the current fiscal year included \$800,00 to be transferred from reserves to the Trust account for Other Post Employment Benefits (OPEB). Currently this trust account has a market value of \$2,929,119.89 and Book value of \$2,746,536.12. (Board Action Required).

10. **Presentation of the President's Award Plaque** to Past Board President Jim Prola by President Barbara Halliday
11. **Presentation of Monthly Operational Report** for January 2014. (Information only)
12. **Manager's Report** for January 2014. (Information only unless otherwise noted)
 - a) American Mosquito Control Association (AMCA). Annual Conference February 3-6 in Seattle, WA
 - b) Mosquito and Vector Control Association of California. Annual Conference February 22-24 in San Diego.
 - c) Vector Control Joint Powers Association
 1. Two-day Workshop March 6-7, 2014 in Walnut Creek.
 2. Driver Safety Training for staff – January 22,
 - d) California Special District Association (CSDA) - Annual Banquet March 27 in Pleasanton.
 - e) District Financial Audit - Update
 - f) Programmatic Environmental Impact Report (PEIR) - Update
 - g) NPDES Permit - Update
 - h) Coordination with Other Agencies
 - i) Other Announcements
13. President Halliday asks trustees for items to be added to the agenda for the next Board meeting. (Information only)
14. Reports on Conferences and Seminars attended by Trustees.
15. Announcements from members of the Board. (Information only)
16. Adjournment

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

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

MINUTES

1005th MEETING OF THE BOARD OF TRUSTEES OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

JANUARY 8, 2014

TIME: 5:00 P.M.
PLACE: Office of the District, 23187 Connecticut Street, Hayward
TRUSTEES: Jim Prola, President, City of San Leandro
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City of Oakland, vacant
James N. Doggett, City of Livermore
Jim Golden, City of Emeryville
Richard Guarienti, City of Dublin
Denny McLeod, City of Piedmont
Kathy Narum, City of Pleasanton
Ronald Quinn, City of Union City
William M. Spinola, City of Newark
Jan O. Washburn, City of Berkeley
George Young, City of Fremont

Board President Jim Prola called the meeting to order at 5:00 PM

Trustees Dennis Bray, Ronald Quinn and Jim Golden were absent.

President Prola invited members of the public to speak on issues relevant to the District. No members of the public were present.

The Board reviewed the minutes of the 1004th meeting held on December 11, 2013. The Board voted to approve the minutes (Spinola / Doggett, unanimous with trustees Spinola and Washburn abstaining)

The Board reviewed the warrants dated December 15, 2013 numbering 028914 through 031314 amounting to \$79,275.98 and warrants dated December 31, 2013 numbering 031414 through 034014 amounting to \$93,744.84.

The Board reviewed the Account Balances and Revenue Report.

Trustee George Young was elected to Board Secretary by unanimous vote and trustees Barbara Halliday and Ryan Clausnitzer were advanced to President and Vice President, respectively. This was also by unanimous vote. The Board approved trustee Halliday as president, Clausnitzer as Vice President and the gavel was passed to Barbara Halliday (Doggett / Spinola, unanimous).

The Board passed Resolution 1005-1 Recognizing Trustee Denny McLeod for his years of service to the District. (Halliday / Spinola, unanimous)

District Manager Chindi Peavey presented the Monthly Operational Report for December 2013 (written report is attachment for Item 9).

District Manager Chindi Peavey presented the Manager's Report for December 2013.

- a. California Special District Association (CSDA). The local Chapter of the CSDA met on January 8. District Manager Chindi Peavey attended
- b. District manager Chindi Peavey, Finance Manager Clarence Lam and Board members Kathy Narum and Ryan Clausnitzer met with CPA Michael O'Connor to discuss District Finances, Internal Controls and practices and the Financial Audit of Fiscal Year 2012-13.
- c. The distribution of residual funds from former redevelopment agencies was discussed as it relates to District Finances.
- d. The preparation of a Programmatic Environmental Impact Report from a template prepared for Coastal Region districts is still underway. The document should be completed in February or March.
- e. The District received letters of appointment for trustees from the cities of Dublin, Hayward and Fremont in early January. Trustee Kathy Narum noted that her reappointment was approved at the January 7 meeting of the Pleasanton City Council. Additional cities will send reappointment letters or copies of city council resolutions by the end of the month.

Board member Jan Washburn gave a report on the annual conference of the Entomological Society of America which he attended in November in Austin, Texas. Highlights of the meeting included breakthroughs on sensory systems of mosquitoes affecting development of repellants and other subjects.

President Prola asked if any trustees had requests for items to be added to the agenda for the next Board meeting. There were none

The meeting adjourned at 5:23 PM

Respectfully submitted,

George Young, Secretary

Approved as written and/or corrected
at the 1006th meeting of the Board of
Trustees held February 12, 2014

Barbara Halliday, President
BOARD OF TRUSTEES

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George Young, Secretary

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Trustees held February 12, 2014

Barbara Halliday, President
BOARD OF TRUSTEES

Agenda Item 5. Authorization for Sale of Two Right Hand Drive Pickup Trucks

Background:

The District has two small pickup trucks which have been converted to right-hand drive for treatment of catch basins. Both vehicles are 1990 models and have begun to have mechanical issues. One has both a left and right steering wheel. The District has been purchasing right hand drive Jeeps to replace its former fleet of vehicles to treat catch basins and now has three such vehicles. These pickup trucks need to be disposed of and the District has been investigating the best channel for their disposal. Brasher's Auto Auctions will pick up the vehicles at our facility for \$100 each and allows the setting of a minimum bid. They will also sign a release upon pickup which removes the district from any liability for the vehicles. This company anticipated being able to sell the vehicles for \$300 to \$500 each. Three auto dismantlers were investigated, 2 did not want the vehicles, a third offered to buy them for \$220 each, but with the price dependant on current prices for scrap metal (which are declining).

Recommendation:

Sell both vehicles through Brasher's Auto Auctions, setting a minimum bid at the discretion of the District's Mechanical Specialist in consultation with the auction representatives.

Agenda Item 6. Review of Bids for the Purchase of a 2014 Ford Fusion Sedan to Replace the Ford Explorer

Background:

The District currently owns a 2000 Ford Explorer which is used primarily by the District Manager for travel to meetings, or to drop off or pick up warrants and checks from the County Administration building in Oakland. This vehicle is also used by other support staff to attend meetings or run errands for the District. This vehicle is now 14 years old and has approximately 80,000 miles of use. The Budget for Fiscal Year 2013-14 included \$27,000 for purchase of a replacement vehicle. The vehicle being replaced has high clearance and four wheel drive. However, the vast majority of mileage for this vehicle has been on paved roads and the District has a number of other four wheel drive vehicles which can be used by the manager or support staff if the need arises. Gas prices are rising and will continue to do so in the future. The District is also concerned about climate change and its impact on public health. Therefore, the District Manager has been investigating the feasibility of purchasing a hybrid vehicle to replace the Ford Explorer. Although there are hybrid SUV's on the market, they do not deliver much savings in fuel economy over standard gas vehicles (most consume approximately 15 mpg). A hybrid sedan would better serve the purposes for which this vehicle is currently used, while delivering far better fuel efficiency (47 mpg).

The District solicited bids from three dealerships in the county. They range from \$27,145.82 to \$27,812.47.

Recommendation:

Purchase a 2014 Fusion SE Hybrid sedan and award the contract to the lowest bidder (Livermore Auto Group).

Ford dealers participating in bidding

For 1-New 2014 Fusion SE Hybrid

The Ford Store San Leandro = \$27,477.81

Livermore Auto Group = \$27,145.82

Fremont Ford = \$27,812.47

Lowest Bidder :

Livermore Auto Group \$27,145.82

Information collected deemed accurate.

Greg Wood; Mechanical Specialist

Dated 02/05/2014

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 15, 2014**

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
034114		Total salary less deduction for payroll	1011	2,445.22	
034114		January 1 to January 15, 2014.	1011	2,589.74	
034114		"	1011	1,954.80	
034114		"	1011	2,665.97	
034114		"	1011	2,005.21	
034114		"	1011	2,442.79	
034114		"	1011	2,811.20	
034114		"	1011	2,547.23	
034114		"	1011	3,150.36	
034114		"	1011	2,323.08	
034114		"	1011	2,404.99	
034114		"	1011	2,542.70	
034114		"	1011	3,249.41	
034114		"	1011	2,714.97	
034114	IRS	Federal tax withheld (payroll)	1011	6,534.24	
		Medicare Tax Withheld (payroll)	1011	730.89	
		District Contribution to Medicare (payroll)	1311	730.88	
034114	State of California	State Tax withheld (payroll)	1011	2,133.05	45,976.73
034214	Public Employees' Retirement System	Employee Contributions	1011	14.00	
		Employee Paid Member Contributions	1011	3,795.06	
		Employer Contribution 11.604%	1211	6,291.09	10,100.15
034314	Aetna Life & Annuity	Employee Contributions	1011		150.00
034414	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		4,193.00
034514	Delta Dental Plan	Monthly Premium	1411		4,610.48
034614	Vision Service Plan	Health premium	1411		828.36
034714	Bayside	Janitorial services, January 2014	3051		300.00
034814	Cintas	Laundry service	3071	281.68	
		Personal supplies	3031	0.00	281.68
034914	Corporate Park Landscaping	Landscape maintenance	3211		170.00
035014	Carquest	Power plug	3231		15.50
035114	Crane Work	Annual inspection	3211		150.00

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 15, 2014**

WAR NO	PAYEE		ACCT NO	AMT OF CHARGE	AMT OF WARRANT
035214	CSDA	Membership dues	3331		50.00
035314	KBA Docusys	Canon copier rental	3111		375.41
035414	KBA Docusys	Canon copier contract rate	3111		141.30
035514	Livermore Auto	2 new F 150 trucks	5311		51,565.78
035614	Mar Len Supply	Solenoid	3391	122.25	
		Labor	3231	123.27	245.52
035714	Mead, Sharon	Reimbursement, kitchen dish, silverware	3051		134.75
035814	PFM Asset Mgt	Investment advisory services	3411		1,249.11
035814A	Pitney Bowes	Postage	3111		207.99
035914	Partsline	Motorcraft SAE 10	3231		23.74
036014	Quill	Desktop calendar	3111		21.78
036114	R J Ricciardi	Progress audit fee	3411		1,716.47
036214	Waste Management	Garbage service for December	3271		116.61
036314	ZOA Consulting	VCMS replacement, software	3411		2,405.00
036414	Rocky Mountain	Office Depot - desk calendar	3111	16.34	
		Central Computer - mouse, extender	3111	88.82	
		Canon - copier rental	3111	347.62	
		ACCO - red book diary	3111	367.24	
		Target - color dye	3131	4.93	
		Home Depot - clamps	3171	19.97	
		ALL American - sign for Biological Specialist	3211	81.75	
		Home Depot - screw kit	3211	22.32	
		Gorillo - pipes	3231	40.02	
		Home Depot - bolts	3231	2.80	
		TelePacific - communication expenses	3291	786.04	
		TelephoneMan - communication expenses	3291	280.00	
		AMCA - membership dues	3331	320.00	
		ESA - membership dues	3331	192.00	
		Southwest - ticket, AMCA conference, Seattle, BK	3351	167.80	
		76 Hayward - gasoline	3351	50.00	
		Hilton - Hotel, MVCAC Planning, CP	3351	188.51	

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 15, 2014**

WAR NO	PAYEE	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
	Roberts - president plaque	3351	155.14	
	Lucky - board meeting supplies	3351	68.12	
	Armadillo - board meeting supplies	3351	176.99	
	SmartNFinal - board meeting supplies	3351	40.93	
	Dolrtree - board meeting supplies	3351	21.90	
	MVCAC - MVCAC annual meeting registration, MI	3351	185.00	
	MVCAC - chicken order	3391	131.25	
	Petco - chloramine remover	3391	60.93	
	Gorilla - stainless pipe	3391	16.99	
	Home Depot - insulating sheet	3391	163.50	
	Allied - reverse prior purchases	3391	(61.98)	
	CTC - monthly subscription	3392	20.00	
	Tattoos - tattoos for show	3392	92.50	
	Sub- total			4,047.43
TOTAL WARRANTS				129,076.79

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT
LIST OF WARRANTS DATED JANUARY 31, 2014**

WAR NO	PAYEE	FOR	ACCT NO	AMT OF CHARGE	AMT OF WARRANT
036514		Total salary less deductions for payroll period	1011	2,564.05	
036514		"	1011	2,708.57	
036514		"	1011	1,954.80	
036514		"	1011	2,665.97	
036514		"	1011	2,005.21	
036514		"	1011	2,561.62	
036514		"	1011	2,811.21	
036514		"	1011	2,666.05	
036514		"	1011	3,269.19	
036514		"	1011	2,397.34	
036514		"	1011	2,404.99	
036514		"	1011	2,542.71	
036514		"	1011	3,323.68	
036514		"	1011	2,789.24	
036514	IRS	Federal Tax Withheld	1011	6,534.24	
		Medicare Tax Withheld	1011	730.89	
		District Contribution to Medicare	1311	730.88	
036514	State of California	State Tax Withheld	1011	2,133.05	46,793.69
036614	Public Employees' Retirement System	Employees contributions	1011	14.00	
		Employee paid member contributions	1011	3,795.06	
		District contribution 11.604%	1211	6,291.09	10,100.15
036714	Aetna Life & Annuity	Employee contributions	1011		150.00
036814	Calpers 457 Plan	Employees contributions - PERS 457	1011		4,193.00
036914	Calpers	Health insurance	1411		26,139.20
037014	Jefferson Pilot Financial	Life insurance premium	1411		81.90
	Elizabeth Anders	Trustee in lieu expenses - 1005th meeting	3351		-
037114	Dennis Bray	Trustee in lieu expenses - signed warrants 1-15-14	3351		100.00
037214	Ryan Clausnitzer	Trustee in lieu expenses - 1005th meeting	3351		100.00
037314	James Doggett	Trustee in lieu expenses - 1005th meeting	3351		100.00
	James Golden	Trustee in lieu expenses - 1005th meeting	3351		-
037414	Richard Guarienti	Trustee in lieu expenses - 1005th meeting	3351		100.00
037514	Barbara Halliday	Trustee in lieu expenses - 1005th meeting	3351		100.00

037614	Denny McLeod	Trustee in lieu expenses - 1005th meeting	3351		100.00
037714	Katherine Narum	Trustee in lieu expenses - 1005th meeting	3351		100.00
037814	Jim Prola	Trustee in lieu expenses - 1005th meeting	3351		100.00
	Ronald Quinn	Trustee in lieu expenses - 1005th meeting	3351		-
038014	William Spinola	Trustee in lieu expenses - 1005th meeting	3351		100.00
038114	Jan Washburn	Trustee in lieu expenses - 1005th meeting	3351		100.00
038214	George Young	Trustee in lieu expenses - 1005th meeting	3351		100.00
038314	AT&T	Yellow pages listing	3392		57.00
038414	Airgas	Dry ice	3131		20.54
038514	Cintas Corp	Personal Supply	3031	147.06	
		Laundry Service	3071	246.87	393.93
038614	Cardenas, Miguel	Reimbursement of work boots	3031		179.84
038714	Grainger	Eye wash	3391		168.07
038814	Kimball Midwest	Hose	3171	39.95	
		Dispenser	3211	66.58	106.53
038914	Kell Mechanical	Maintenance for air conditioner	3211		200.00
039014	PG & E	Utilities	3271		1,234.16
039114	Partsline	Shoe kit, thermostat assy, screen assy	3231		123.09
039214	CA Public Health	Chicken sera testing	3391		241.20
039314	Sonitrol	Monitoring fee	3551		514.00
039414	Verizon	Communication expenses	3291		240.85
039514	Wright Express	Fuel expenses, statement ended 01-15-14	3351		1,583.75
Total Warrants					93,620.90

Account Balances as of January 31, 2013

Budget Year 2013-14

Month 7 of 12 = 58% of Fiscal Year

	ACCOUNT	DESCRIPTION	EXPENDED IN DECEMBER	EXPENDED TO DATE	BUDGETED	BALANCE REMAINING	% EXPENDED
SALARIES & BENEFITS	1011	Salary and Wages	107,612.78	781,599.50	1,557,129.00	775,529.50	50%
	1311	District Contribution to Retirement	12,582.18	87,863.90	169,085.00	81,221.10	52%
	1411	District Contribution to Medicare	1,461.76	10,589.18	22,578.00	11,988.82	47%
	1211	District Contribution to Health Care	31,659.94	223,102.73	431,448.00	208,345.27	52%
		TOTAL	153,316.66	1,103,155.31	2,180,240.00	1,077,084.69	51%
SERVICES & SUPPLIES	3031	Clothing and Personal Supplies	326.90	2,299.92	8,492.00	6,192.08	27%
	3051	Household Expenses	434.75	2,661.61	5,375.00	2,713.39	50%
	3071	Laundry Service and Supplies	528.55	3,392.00	8,100.00	4,708.00	42%
	3111	Office Expenses	1,566.50	9,297.60	28,598.20	19,300.60	33%
	3131	Laboratory Supplies	25.47	8,952.77	22,960.00	14,007.23	39%
	3171	Small Tools and Instruments	59.92	822.65	2,400.00	1,577.35	34%
	3211	Maintenance - Structures & Improveme	690.65	5,190.50	17,503.00	12,312.50	30%
	3231	Maintenance Equipment	328.42	5,538.42	41,284.00	35,745.58	13%
	3271	Utilities	1,350.77	10,403.38	18,160.00	7,756.62	57%
	3291	Communications	1,306.89	6,755.65	15,125.00	8,369.35	45%
	3331	Memberships, Dues, Subscriptions	562.00	15,289.50	25,843.84	10,554.34	59%
	3351	Transportation and Travel	4,738.14	41,412.77	96,550.00	55,137.23	43%
	3391	District Special Expenses	842.21	40,356.96	281,173.00	240,816.04	14%
	3392	Community Education	169.50	3,969.34	33,470.00	29,500.66	12%
	3411	Professional & Specialized Services	5,370.58	40,341.66	246,470.00	206,128.34	16%
	3471	Insurance - Collision, Liability etc	0.00	37,538.00	37,538.00	0.00	100%
	3491	Workers Compensation Insurance	0.00	48,381.00	48,381.00	0.00	100%
	3531	Insurance Fund - SIRS	0.00	0.00	25,000.00	25,000.00	0%
	3551	Rents, Leases - Equipment	514.00	3,825.00	8,350.00	4,525.00	46%
		TOTAL	18,815.25	286,428.73	970,773.04	684,344.31	30%
CAPITAL	5111	Structures and Improvements	0.00	0.00	70,000.00	70,000.00	0%
	5311	Equipment	51,565.78	101,902.67	134,000.00	32,097.33	76%
		TOTAL	51,565.78	101,902.67	204,000.00	102,097.33	50%
		<i>Annual Operating Expenditures</i>	223,697.69	1,491,486.71	3,355,013.04	1,863,526.33	44%
OTHER		Reserve for Contingencies	0.00	0.00	25,000.00	25,000.00	0%
		Post Employment Benefit Account	0.00	0.00	800,000.00	800,000.00	0%
		TOTAL	0.00	0.00	825,000.00	825,000.00	0%
	GRAND TOTAL	223,697.69	1,491,486.71	4,180,013.04	2,688,526.33	36%	

Does not include 12/13 expenses paid in 13/14

STATEMENT OF EXPENDITURES - JANUARY 31, 2014
Budget Year 13-14

	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	153,316.66	1,103,155.31	2,180,240.00	1,077,084.69
Service and Supplies	18,815.25	286,428.73	970,773.04	684,344.31
Capital Expenditures	51,565.78	101,902.67	204,000.00	102,097.33
Transfer to OPEB Trust Accour	0	0	800,000.00	800,000.00
Reserve for Contingency	0.00	0.00	25,000.00	25,000.00
TOTAL	223,697.69	1,491,486.71	4,180,013.04	2,688,526.33

CASH BALANCE - January 31, 2014 : \$ 3,488,683.73 (Does not include interest revenue for January)

Sincerely,

Chindi Peavey
District Manager

**Revenues Received to Date in County Treasury Account
December 31, 2013**

Revenue Source	Deducted	Credited	Explanation
December Advance Ad Valorem		\$ 878,716.22	First 50% of Property Tax
December Advance Special Tax		\$ 407,651.77	First 50% of Benefit Assessment
December Advance Benefit Assessment		\$ 551,959.06	First 50% of Special Tax
Current Unsecured Advance		\$ 83,103.67	
Prior Secured ad valorem		\$ 609.75	
Prior Secured Special Tax		\$ 222.15	
Prior Secured Benefit Assessment		280.09	
Prior Secured Refunds	\$ (17,371.21)		Refunds to property owners
Prior Unsecured ad valorem		\$ 1,865.88	
Unitary		\$ 15,654.79	
Unitary Railroad		\$ 487.82	
Supplemental		\$ 4,887.35	
Teeter Settlement for 2012-13 ad valorem		\$ 79,470.72	Last distribution of tax for prior fiscal year
Teeter Settlement for 2012-13 Special Tax		\$ 39,419.50	Last distribution of tax for prior fiscal year
Teeter Settlement for 2012-13 Benefit Assessment		\$ 54,219.05	Last distribution of tax for prior fiscal year
Redevelopment Pass-Through and Residuals		\$ 69,000.59	
Federal in-lieu of taxes from National Wildlife Refuge		\$ 194.53	
Commission for Collection of Special Tax & Assessment	\$ (16,040.70)		
Transfer to Redevelopment Property Tax Trust Fund	\$ (136,024.73)		
	\$ (169,436.64)	\$ 2,187,742.94	
Net Revenues in County Treasury as of January 31		\$ 2,018,306.30	

**Summary of Revenues Received to Date
January 31, 2013**

	January	July-Dec	Received to Date	Budgeted	% of Budgeted
Ad Valorem Tax (includes redevelopment debit	\$ 2,806.10	\$ 977,594.75	\$ 980,400.85	\$ 1,535,792.00	64% ^a
Special Tax	\$ 61.57	\$ 440,421.98	\$ 440,483.55	\$ 810,000.00	54% ^a
Benefit Assessment	\$ 74.73	\$ 597,157.35	\$ 597,232.08	\$ 1,104,854.00	54% ^a
Other Revenues (Natl. Wildlife Refuge in lieu of taxes)		\$ 194.53	\$ 194.53	\$ -	
Interest on Pooled Money	\$ -	\$ -	\$ -	\$ 6,000.00	0% ^b
Sale of Equipment	\$ -	\$ -	\$ -	\$ 5,000.00	0% ^c
Total revenue received to date	\$ 2,942.40	\$ 2,015,368.61	\$ 2,018,311.01	\$ 3,461,646.00	58%

Taxes are received from the County Controller's office in 3 installments:

50% December 15

40% April 15

10% June 30

Interest is posted by County later in the year

None sold to date this year

This is preliminary data from the County Auditor-Controller's Office, Tax Analysis Unit.

Some of the amounts credited to our account will be accrued to the past fiscal year

when the annual financial statements are prepared by the District's auditor

Agenda Item 9. **Transfer of funds from General Fund to Trust Fund for Retiree Health Benefits (OPEB Fund).**

Background:

The budget approved by the Board in July, 2013 for the current fiscal year included \$800,000 to be transferred from General Fund reserves to the Trust account for Other Post Employment Benefits (OPEB) at US Bank. Currently, this trust account has a market value of \$2,929,119.89 and Book value of \$2,746,536.12. The actuarial study complete in 2009 for Post Retirement Benefits found that a balance of \$3,579,028 would cover retiree health benefits if the if the funds in that account were earning 5% per year. The action requested is to approve the District Manager making a wire transfer of \$800,000 to the trust account for Other Post Employment Benefits. (Board Action Required).

Recommendation:

Authorize the District Manager to transfer \$800,000 from the General Fund to the OPEB Trust Account.

Alameda County Mosquito Abatement District

BOARD OF TRUSTEES

Barbara Halliday, President
Ryan Clausnitzer, Vice-President
George Young, Secretary
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Richard Guarienti
Kathy Narum
Jim Prola
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William M. Spinola
Jan O. Washburn

Chindi Peavey Ph.D
District Manager
cpeavey@mosquitoes.org

MONTHLY OPERATIONAL REPORT – January 2014

Dear Trustees:

I. NARRATIVE

The District received a total of 25 requests for service during January. There were 5 mosquito-biting reports. The ten-year average for adult mosquito service requests in January is 4.1. 15 requests for mosquitofish were received and 4 request for inspection of potential mosquito sources. There was also one request for delivery of mosquito larvae and fish to an elementary school for a class science project at Bridges Academy

Larval control efforts in January were focused primarily on four species of mosquitoes: *Culiseta incidens*, the fish pond mosquito; *Culiseta inornata* the winter marsh mosquito and *Culex pipiens*.

The fish pond mosquito, *Culiseta incidens*, is found throughout the year in Alameda County. This mosquito can utilize many different types of sources found around homes including fish ponds, fountains, bird baths, untreated swimming pools and pool covers, boats, spas, and many more. *Cs. incidens* was found at 13 locations during the month.

Culiseta inornata, the winter marsh mosquito, is found after the first rains in fall. The female mosquitoes over summer in protected sites that range from culvert pipes to gopher holes. After the first rains, these mosquitoes lay eggs in a wide range of sources from rain water pools to brackish marshes and will go through multiple cycles until the temperature warms in the spring. These large brown mosquitoes are usually found biting at dusk or on overcast days. Larvae of *Cs. inornata* were found at 5 locations in January.

Culex pipiens, the house mosquito, is a vector of West Nile virus and is found throughout the year in Alameda County with its peak populations occurring in late summer and fall. The larvae are found in underground sources such as storm drains, catch basins, sumps and flooded basements as well as in water treatment plants. Larvae of *Culex pipiens* were found at 7 locations in January.

Because there of the continued low rainfall, many of the usual source of winter salt marsh mosquitoes have not begun to produce larvae as yet. Normally, at this time of year, there is a great deal of treatment for these larvae in the marshes along the bay.

II. STATEMENT OF OPERATIONS – January 2014

PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 11 Ten-year average = 4.1
Five-year average = 3.4
Last year = 2
Range (10 yr) = 2-6

Number of all injuries during 2014 = 0

TOTAL SERVICE REQUESTS

Fish requests 15
Mosquito biting 5
Request for inspection 4
Other 1

Total **25**

Number of Sources Inspected 381
Number of Sources Treated 42 (57 acres total)

HOURS SPENT BY ACTIVITY

Category	Hours		Category	Hours
Mosquito Control	522		Regular Hours	1,985
Disease Surveillance	8.0		Overtime Hours	2
Laboratory	186.25			
Fish Rearing and Maintenance	14		Total Work	1,987
Physical Control	0			
Public Education	9		Earned Time Off Used	3.25
Equipment and Facility Maint.	208.75		Vacation	249
Administration	982		Sick Leave	89.5
Safety	44.25		Other Leave	16
Misc	12.75		Total Leave	357.75
Total Work	1,987		Total Hours	2,344.75

Manager's Report

February 12, 2014

- a) **American Mosquito Control Association (AMCA).** The AMCA held its annual conference in Seattle, WA February 3-6. District Manager Chindi Peavey and Entomologist Bruce Kirkpatrick attended. Subjects included control of invasive mosquitoes, the Farm Bill and new materials for mosquito control.
- b) **Mosquito and Vector Control Association of California.** The annual conference of the MVCAC will be held in San Diego on February 22-24. District Manager Chindi Peavey will attend with staff members Bruce Kirkpatrick, Michelle Izumizaki, Joseph Huston and Board member Ryan Clausnitzer.
- c) **Vector Control Joint Powers Association**
 - 1. **The VCJPA** will hold its annual 2-day Workshop March 6-7, 2014 in Walnut Creek. District Manager Chindi Peavey will attend. Board members are invited to attend if they are interested in learning more about this program. This is a self-insurance pool made up of Mosquito and Vector Control districts in California. It has allowed the Districts to save a great deal on the cost of insurance.
 - 2. **Driver Safety Training** – on January 22, Tom Kline, Risk Control Manager for Bickmore Risk Services, visited the District and conducted a refresher course in Driver Safety Training. Each staff member then drove for 20-30 minutes with Mr. Kline. This training is a service of the available to the district as a member of the VCJPA
- d) **California Special District Association (CSDA), Alameda County Chapter.** Annual Banquet will be held on March 27 in Pleasanton. Board members interested in attending should notify District Manager Chindi Peavey.
- e) **District Financial Audit.** CPA Michael O'Connor has completed a draft of the financial audit for fiscal year 2013-13. District Manager Chindi Peavey and Finance Manager Clarence Lam have been reviewing the report. Manager Peavey has asked for the Basic Financial Statements to reflect a greater degree of detail on the Districts expenditures and sources of revenue than were in the draft report. When the final audit report is complete, CPA Michael O'Connor will present it at the monthly Board meeting, probably in March.
- f) **Programmatic Environmental Impact Report (PEIR).** District staff is continuing to edit the Draft PEIR. It is expected to be released in March.
- g) **Update on NPDES Permit.** Coastal region districts were contacted by the San Francisco Regional Water Quality Control Board regarding follow-up questions about our participation in the MVCAC Coalition. An amended report for 2012 has been submitted to the state and regional water board. The District is currently preparing the annual report for applications done to waters of the US in 2013.
- h) **Coordination with Other Agencies.**
 - 1. **Meeting with Zone 7 Water Agency.** District Manager Chindi Peavey, Environmental Specialist Erika Castillo, Field Supervisor Joseph Huston and Vector Ecologist John Busam met with representatives from the Zone 7 Water Agency on January 15th to discuss the Agency's Stream Management Master Plan and ways in which the Mosquito Abatement District and the Water agency could coordinate to the benefit of the missions of both agencies. Joseph Huston and John Busam met again with the Zone 7 representatives on January 29 for a field tour of mosquito development sites and Zone 7 stream management locations.
 - 2. **San Francisco Bay Joint Venture on January 29-** District Manager Chindi Peavey attended the quarterly meeting of the SFBJV representing vector control agencies in the coastal region.
- i) **Other Announcements**
 - 1. Board member Jim Golden has retired from the Board. The District currently has openings for trustees in the cities of Oakland, Piedmont and Emeryville.

2. **Conflict of Interest Forms are due.** Trustees are required to fill out Form 700 every year. The form is provided at your seat. Please fill out and return the forms by the next monthly Board meeting.
3. **Committees** will begin meeting before the regularly scheduled Board meeting on the second Wednesday of the month in April. The Finance committee will meet at 4:00 PM on April 9 to begin reviewing the draft budget for FY 2014-15.
4. **Staffing update.** The position of Biological specialist approved by the board in July has been filled. Michelle Izumizaki was selected from the 8 candidates interviewed. Ms. Izumizaki was employed at the district as a Vector Biologist. Her promotion to Biological Specialist left an opening for a Mosquito Control Technician in the Operations department. The District interviewed 12 candidates and selected 4 for further follow-up interviews. In addition, in July of 2013, the Board approved the addition of an additional Assistant Mosquito Control Technician for the current fiscal year. Therefore, the District will be hiring a total of two new staff members this year.
5. **Amendment to the Brown Act** – A recent amendment to the Brown Act requires Minutes from meetings of an Open Public Meeting to record the individual votes of Board members. The District Minutes have always recorded votes individually when votes are not unanimous and will continue to do so in the future.
6. **Locker room remodeling** – The men’s locker room has become very crowded and ultimately a satellite locker room will need to be built. As a near term solution, the District has been looking into moving a small section of the wall between the men’s and women’s locker rooms over about 4 feet. This would still leave plenty of room for changing area in the women’s room, even if the number of female field staff increased. This wall does not contain any plumbing or load bearing elements and could be moved at a reasonable cost. The cost is estimated at approximately \$4,000.