

## AGENDA

1014th MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
October 8, 2014

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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  
City of Oakland, vacant  
James N. Doggett, City of Livermore  
City of Emeryville, vacant  
Richard Guarienti, City of Dublin  
Robert Dickinson, City of Piedmont  
Kathy Narum, City of Pleasanton  
Scott Paulsen, County at Large  
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. Approve agreement with Meyers Nave law firm to perform specified labor and employment legal services. (Board action required)
5. Closed session pursuant to Government Code Section 54957.  
Public Employee Performance Evaluation.  
Title: General Manager
6. Approval of the Minutes of the 1013th meeting held September 10, 2014. (Board action required)
7. Second Reading of Amended policy on Conflict of Interest (Board action required).
8. Committees and committee assignments (Board action required)
  - a. Policy Committee – the committee will schedule a time to begin reviewing the District's Financial Reserve Policy and other policies as needed

## 9. Financial Reports

- a. Review of the Warrants dated September 15, 2014 numbering 012715 through 014715 amounting to \$99,349.33 and warrants dated September 30, 2014 numbering 014815 through 018215 amounting to \$134,461.73 (Information only)
- b. Review of Account Balances as of September 30, 2014. The handout for item gives the Amount Budgeted for each category, Amount Expended to date, Balances, and Percent Expended. (Information only)
- c. Review of Account Balance Summary as of September 30, 2014. The handout for this item gives the total amount expended to date and the cash balance in the County Treasury (Information only)
- d. Review of Revenue Statement as of September 30, 2014. (information only)

10. Presentation of Monthly Operational Report for September 2014. (Information only)

11. Manager's Report for September 2014. (Information only unless otherwise noted)

12. President Halliday asks trustees for items to be added to the agenda for the next Board meeting. (Information only)

13. Reports on Conferences and Seminars attended by Trustees. (information only)

14. Announcements from members of the Board. (Information only)

15. Adjournment

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

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

MINUTES

1013th MEETING OF THE BOARD OF TRUSTEES  
OF THE ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
SEPTEMBER 10, 2014

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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  
Scott Paulsen, County-at-Large  
City of Oakland, vacant  
James N. Doggett, City of Livermore  
Robert Dickinson, City of Piedmont  
City of Emeryville, vacant  
Richard Guarienti, City of Dublin  
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

Board Secretary George Young called the Regularly Scheduled Board meeting to order at 5:00 PM

Trustees Barbara Halliday, Richard Guarienti, Ryan Clausnitzer and Jan Washburn were absent. Trustee William Spinola joined the meeting by telephone at 5:05 PM.

Secretary Young invited members of the public to speak on issues relevant to the District. There were no comments by members of the public.

Secretary Young moved Item 6- Financial Reports forward in the agenda, before action items 4 - Approval of the Minutes of the August 13<sup>th</sup> meeting and 5 – Review of Bids For Purchase of a Truck.

The Board reviewed Warrants dated August 15, 2014 numbering 006515 through 009015 amounting to \$113,590.22 and warrants dated August 31, 2014 numbering 009115 through 012615 amounting to \$145,231.60.

The Board reviewed Account Balances and Account Balance Summary as of August 31, 2014. The handout for item gives the Amount Budgeted for each category, Amount Expended to date, Balances, and Percent Expended.

The Board reviewed of the Revenue Statement for August 31, 2014.

The Board approved the Minutes of the 1012th meeting held August 13, 2014. (Prola / Doggett, unanimous).

The Board reviewed bids for the purchase of a 2014 Nissan Pickup to be used by the District laboratory staff and chose to obtain the vehicle from Autocom Nissan of San Leandro which submitted the lowest bid at 25,906.15 (Doggett / Narum, unanimous).

Bill Spinola left the meeting at 5:15 after the last action item.

District Manager Chindi Peavey presented the Monthly Operational Report for August 2014.

District Manager Chindi Peavey presented the Manager's Report for August 2014.

Secretary Young asked if there were any announcements from members of the Board.

Secretary Young asked if there were any items to be added to the agenda for the August Board meeting. There were none.

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The meeting adjourned at 6:15 PM.

Respectfully submitted,

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George Young, Secretary

Approved as written and/or corrected  
at the 1014<sup>th</sup> meeting of the Board of  
Trustees held October 8, 2014

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Barbara Halliday, President  
BOARD OF TRUSTEES

Agenda Item 7. Second Reading of the District's Conflict of Interest Code.

Background:

- a) At its August meeting, the Board approved amendments to its Conflict of Interest Code. The changes included the addition of the Biological Specialist position and a change in wording to reflect the fact that the Conflict of Interest Statements are to be filed with the Clerk of the Board of SUPERVISORS each year, not the Clerk of the District's Board. The attached portion of the District's Policy Manual shows the two changes that need to be made in red. All changes in District Policies must be reviewed at a public Board meeting two times. This is the second reading of the new policy.

Recommendation:

Approve the changes to the Policy 104.2 and Appendix A of Chapter 100 of the District's Policy Manual.

**Chapter 100. BOARD PROCEDURES**  
ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
SUMMARY OF POLICIES APPROVED BY THE BOARD OF TRUSTEES

**§104 State Requirements for Reporting**

**104.1**

**Conflict of Interest.** The terms of Title 2 California Code of Regulations Section 18730 along with the attached Appendix A in which members of the Board of Trustees and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Alameda County Mosquito Abatement District.

**104.2**

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the Clerk of the Alameda County Mosquito Abatement District Board of Supervisors Clerk, which ~~The Clerk of the Board of Supervisors~~ shall be the filing officer. The Alameda County Board of Supervisors shall be the code reviewing body.

**104.3**

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the Alameda County Mosquito Abatement District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

**104.4**

Designated employees shall file their statements with the Alameda County Board of Supervisors as stated in Government Code Section 87500(j). Statements for all designated employees will be retained by the agency. Appendix A defines designated positions and disclosure categories.

**104.5**

**Ethics Training.** Designated employees are required to take two hours of ethics training every two years as stated by AB1234 – and in Government Code Sections 53234-53235.2.

## Chapter 100. BOARD PROCEDURES

### Appendix A CONFLICT OF INTEREST CODE DESIGNATED POSITIONS AND DISCLOSURE STATEMENTS

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

<b><u>Designated Positions</u></b>	<b><u>Disclosure Category</u></b>
Members of the Board of Trustees	1, 2, 3 & 4
Manager	1, 2, 3 & 4
Administrative Assistant	1, 2, 3 & 4
Field Operations Supervisor	1, 2, 3 & 4
Entomologist	1, 2, 3 & 4
Maintenance/Equipment Specialist	1, 2, 3 & 4
Environmental Specialist	1, 2, 3 & 4
Systems Specialist	1, 2, 3 & 4
<b><u>Biological Specialist</u></b>	<b><u>1, 2, 3, &amp; 4</u></b>
Consultants *	

#### **Disclosure Categories**

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

## Chapter 100. BOARD PROCEDURES

3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
  
4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
  
- \* Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation.

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



## AGENDA ITEM 8

### Agenda Item 8. Scheduling a Meeting of the Policy Committee.

#### Background:

This year the Board designated its reserves during the budgeting process. The District also needs to have a written policy on Reserves and Reserve Funds.

According to the CSDA guidelines for Reserve Fund Policies, the policy needs to include:

- The purpose and rationale for each fund
- The target level for the fund
- How funds will be used
- Categorization of each fund under the Government Accounting Standards Board (GASB) statement 54 (Restricted or Nonrestricted)
- Where the authority to order expenditure of the funds lies (Board or staff)
- How the Reserve will be replenished

A proposed Draft Policy has been produced, using templates available on the California Special District Association (CSDA) website and sample reserve policies from other mosquito control districts. This policy needs to be reviewed by the Policy Committee and edited as needed to fit the Board's vision.

The current members of the Policy Committee are: Doggett, Guarienti and Clausnitzer

#### Recommendation:

Schedule a meeting of the Policy Committee to begin working on the Financial Reserve Policies. District Manager Chindi Peavey will provide copies of the Draft Financial Reserve Policies to the members.

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

AGENDA ITEM 9a

<b>WARRANT NO</b>	<b>PAYEE</b>		<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
012715	Vector Biologist	Total salary less deduction for payroll	1011	2,421.13	
012715	Assist. Mosquito Control Tech.	September 1 to September 15, 2014.	1011	1,802.61	
012715	Vector Biologist	"	1011	2,641.50	
012715	Vector Biologist	"	1011	2,618.59	
012715	Vector Biologist	"	1011	2,718.59	
012715	Mosquito Control Technician	"	1011	2,129.19	
012715	Environmental Specialist	"	1011	2,489.26	
012715	Seasonal	"	1011	1,001.44	
012715	Field Supervisor	"	1011	2,986.62	
012715	Biological Specialist	"	1011	2,692.69	
012715	Entomologist	"	1011	3,201.78	
012715	Finance Manager	"	1011	2,381.08	
012715	Vector Biologist	"	1011	2,378.68	
012715	Seasonal	"	1011	819.93	
012715	Seasonal	"	1011	1,003.96	
012715	Assist. Mosquito Control Tech.	"	1011	2,388.57	
012715	IT Specialist	"	1011	2,588.11	
012715	Lab Seasonal	"	1011	1,148.85	
012715	District Manager	"	1011	3,224.02	
012715	Mechanic Specialist	"	1011	2,656.25	
012715	IRS	Federal tax withheld (payroll)	1011	7,606.76	
		Medicare Tax Withheld (payroll)	1011	891.04	
		District Contribution to Medicare (payroll)	1311	891.05	
012715	State of California	State Tax withheld (payroll)	1011	2,463.28	57,144.98
012815	Public Employees' Retire- ment System	Employee Contributions	1011	16.00	
		Employee Paid Member Contributions, 7% & 6.5%	1011	4,271.72	
		Employer Contribution 12.330% & 6.7%	1211	7,400.51	11,688.23
012915	Aetna Life & Annuity	Employee Contributions	1011		150.00

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

<b>WARRANT NO</b>	<b>PAYEE</b>		<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
013015	CALPERS 457 Plan	Employee Contributions - PERS 457	1011		4,305.00
013115	Delta Dental Plan	Monthly Premium	1411		4,610.48
013215	Vision Service Plan	Health premium	1411		892.08
013315	Adapco	Zenivex	3391.1	440.10	
		Ramp test kit	3131.2	1,045.69	1,485.79
013415	Airgas Carbonic	Dry ice	3131.1		457.46
013515	Automatic Fire Sprinkler	5 lb extinguisher maintenance	3211	308.87	
		2.5 lb maintenance	3231	486.50	795.37
013615	Alpine Helicopter	Spraying service	3411		5,110.00
013715	Bayside	Janitorial services, September 2014	3051		300.00
013815	Cintas	Laundry service	3071	340.68	
		Personal supplies	3031	0.00	340.68
013915	Corporate Park Landscaping	Landscape maintenance	3211		170.00
014015	KBA Docusys	Canon copier rental	3111		432.65
014115	Livermore Auto	Seal, filter for V 32	3231		60.58
		Dental reimbursement, Melvin Mello,			
014215	Mello, Melvin	Mary Mello	1411		1,304.40
014315	NBC Supply	Safety eyewear	3391.6		125.57
014415	PFM Asset Mgt	Investment advisory services	3411		1,700.53
014515	Partsline	Brake nose, element assy	3231		116.14
014615	Waste Management	Garbage service for August	3271		153.40
014715	Rocky Mountain	Target - ziploc	3051	32.15	
		Canon - copier rental	3111	347.62	
		Central Computer - laptop	3121	614.35	
		Amazon - printer	3121	66.89	
		Royal - toner	3121	335.00	
		Computer Source - battery	3121	30.31	
		Best Buy - memory card	3121	63.49	
		UCD - squirrel testing	3131.3	22.20	
		UCD - squirrel testing	3131.3	113.40	
		Fedex - shipping mosq pools	3131.3	48.96	

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

<b>WARRANT NO</b>	<b>PAYEE</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
	Fedex - shipping mosq pools	3131.3	48.25	
	Fedex - shipping mosq pools	3131.3	47.92	
	Fedex - shipping mosq pools	3131.3	48.25	
	Misc supplies	3131.5	195.00	
	Paypal - RNA card	3131.5	149.22	
	Misc supplies	3131.5	123.25	
	Close Feed - lab chicken	3131.5	18.95	
	SmartNFinal - washing detergent	3131.5	7.18	
	Target - lab supplies	3131.5	19.59	
	Auto - update scan tool	3231	150.00	
	Alpha - windshield V 38	3231	159.00	
	Levan - brake lite	3231	46.87	
	Alpha - windshield V 40	3231	164.45	
	DNH - web hosting, e-mail	3291.3	878.57	
	76 Hayward - gas	3351.1	15.84	
	SQ - parking, SF Bay, CP	3351.2	12.00	
	Parking Concept - parking, meeting Health Dept, CP	3351.2	9.00	
	Black Bear - lunch, Fish & Wildlife, CP/EC	3351.2	32.17	
	Fastrack - toll charges	3351.2	25.00	
	Home Depot - ropes	3351.2	38.26	
	Lucky - board meeting supplies	3351.4	30.77	
	Walgreen - mineral oil	3391.1	35.97	
	Target - handwipes	3391.2	42.83	
	Mike's - chicken feed	3391.3	17.00	
	Mike's - chicken feed	3391.3	51.00	
	Amazon - wind meter	3391.6	119.21	
	Apraytec - spray equipment	3391.6	121.03	
	Price - gamma lids	3391.6	109.47	
	Home Depot - fittings	3391.6	62.05	

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

<b>WARRANT NO</b>	<b>PAYEE</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
	CTC - subscription	3392	20.00	
	Int - public edu	3392	16.33	
	Kelly - door hanger	3392	153.72	
	Valley - listing	3392	38.00	
	Valley - directory listing	3392	382.00	
	MyBinding - laminating pouches	3392	173.47	
	Paypal - website redesign	3392	400.00	
	Computer Source - computer service contract	3411	2,370.00	
	<b>Rocky Mountain Subtotal</b>			8,005.99
	<b>Total Warrants</b>			<b>99,349.33</b>

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED SEPTEMBER 30, 2014**

<b>WARRANT NO</b>	<b>PAYEE</b>	<b>FOR</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
14815	Vector Biologist	Total salary less deductions for payroll	1011	2,539.95	
14815	Assist. Mosquito Control Tech	"	1011	1,883.24	
14815	Vector Biologist	"	1011	2,760.33	
14815	Vector Biologist	"	1011	-	
14815	Vector Biologist	"	1011	2,718.59	
14815	Mosquito Control Technician	"	1011	2,129.19	
14815	Environmental Specialist	"	1011	2,608.09	
14815	Seasonal	"	1011	590.22	
14815	Field Supervisor	"	1011	2,986.61	
14815	Biological Specialist	"	1011	2,811.53	
14815	Entomologist	"	1011	3,320.61	
14815	Finance Manager	"	1011	2,455.35	
14815	Vector Biologist	"	1011	2,378.67	
14815	Seasonal	"	1011	914.91	
14815	Seasonal	"	1011	1,015.83	
14815	Assist. Mosquito Control Tech	"	1011	2,388.57	
14815	IT Specialist	"	1011	2,588.12	
14815	Lab Seasonal	"	1011	1,380.81	
14815	District Manager	"	1011	3,224.03	
14815	Mechanic Specialist	"	1011	2,730.51	
14815	IRS	Federal Tax Withheld	1011	7,019.15	
		Medicare Tax Withheld	1011	840.84	
		District Contribution to Medicare	1311	840.83	
14815	State of California	State Tax Withheld	1011	2,248.31	54,374.29
14915	Public Employees' Retirement System	Employees contributions	1011	15.00	
		Employee paid member contributions,	1011	4,018.15	
		District contribution 12.330%, 6.7%	1211	6,947.40	10,980.55
15015	Aetna Life & Annuity	Employee contributions	1011		150.00
15115	Calpers 457 Plan	Employees contributions - PERS 457	1011		4,305.00
15215	Calpers	Health insurance	1411		27,632.32
15315	Jefferson Pilot Financial	Life insurance premium	1411		93.60

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED SEPTEMBER 30, 2014**

<b>WARRANT NO</b>	<b>PAYEE</b>	<b>FOR</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
	Elizabeth Anders	Trustee in lieu expenses - 1013th meet	3351.5		-
	Ryan Clausnitzer	Trustee in lieu expenses - 1013th meet	3351.5		-
15515	James Doggett	Trustee in lieu expenses - 1013th meet	3351.5		100.00
15615	Robert Dickinson	Trustee in lieu expenses - 1013th meet	3351.5		100.00
	James Golden	Trustee in lieu expenses - 1013th meet	3351.5		-
	Richard Guarienti	Trustee in lieu expenses - 1013th meet	3351.5		-
	Barbara Halliday	Trustee in lieu expenses - 1013th meet	3351.5		-
15815	Katherine Narum	Trustee in lieu expenses - 1013th meet	3351.5		100.00
15915	Jim Prola	Trustee in lieu expenses - 1013th meet	3351.5		100.00
16015	Scott Paulsen	Trustee in lieu expenses - 1013th meet	3351.5		100.00
16115	Ronald Quinn	Trustee in lieu expenses - 1013th meet	3351.5		100.00
16215	William Spinola	Trustee in lieu expenses - 1013th meet	3351.5		100.00
	Jan Washburn	Trustee in lieu expenses - 1013th meet	3351.5		-
16315	George Young	Trustee in lieu expenses - 1013th meet	3351.5		100.00
16415	AT&T	Yellow pages listing	3392		62.00
16515	Airgas Carbonic	Dry ice	3131.1		208.97
16615	Alpine Helicopter	Fuel surcharge	3411		467.00
16715	Cintas	Personal supplies	3031	-	
		Laundry service	3071	391.44	391.44
16815	Carquest	Brake fluid	3231		50.66
16915	Clarke	Natular XRT	3391.1	3,983.96	
		Return Smart flow assy	3351.1	(786.27)	3,197.69
016915A	CA Dept of Public Health	Certification exam	3391.53		200.00
17015	Dapper Tire	Tire for V 45	3231		720.87
17115	Entrix	CEQA apportionment	3411		778.03
17215	Demsey, Filiger & Ass.	Actuarial consulting	3411		3,000.00
17315	Mar Len Supply	Spray equipment, V 46	3391.6		138.43
17415	MVCAC	Mosq pool testing prepayment	3131.3		3,240.00
17515	Mello, Melvin	Dental reimbursement, Mary Mello	1411		1095.60
17615	NBC	Gloves	3031		97.99
17715	PG & E	Utilities	3271		1,133.69

**ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT  
LIST OF WARRANTS DATED SEPTEMBER 30, 2014**

<b>WARRANT NO</b>	<b>PAYEE</b>	<b>FOR</b>	<b>ACCT NO</b>	<b>AMT OF CHARGE</b>	<b>AMT OF WARRANT</b>
17815	Partsline	Front shock	3231		99.78
17915	Sonitrol	Monitoring charges	3551		691.49
18015	SCI	Project administration	3411		16,159.18
18115	Verizon	Communication expenses	3291.4		216.13
18215	Wright Express	Fuel expenses, statement ended 09-15	3351.1		4,177.02
<b>Total Warrants</b>					<b>134,461.73</b>



Account Balances as of September 30, 2014

AGENDA ITEM 9b

Budget Year 2014-15

Month 3 of 12 = 25% of Fiscal year

	EXPENDED IN SEPT	EXPENDED TO DATE	BUDGETED	BALANCE	% EXPENDED
<b>SALARIES &amp; BENEFITS</b>					
1011 Salary and Wages	127,018.26	391,249.76	1,599,120.00	1,207,870.24	24%
1411 Contribution to Medicare	1,731.88	5,336.39	23,187.00	17,850.61	23%
1311 Contribution to Retirement	14,347.91	43,912.65	182,376.00	138,463.35	24%
1211 Contribution to Health Care	35,628.48	102,085.44	434,621.00	332,535.56	23%
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>178,726.53</b>	<b>542,584.24</b>	<b>2,239,304.00</b>	<b>1,696,719.76</b>	<b>24%</b>
<b>SERVICE AND SUPPLIES</b>					
3031 Clothing and Personal Supplies	97.99	294.62	8,500.00	8,205.38	3%
3051 Household Expenses	332.15	932.15	5,500.00	4,567.85	17%
3071 Laundry Service and Supplies	732.12	2,224.62	9,000.00	6,775.38	25%
3111 Office Expenses	780.27	3,330.40	16,000.00	12,669.60	21%
3121 Computer & Software	1,110.04	8,017.71	52,000.00	43,982.29	15%
3131 Laboratory					
3131.1 Mosquito Surveillance	666.43	1,425.65	9,400.00	7,974.35	15%
3131.2 Disease Surveillance	1,045.69	2,091.38	1,900.00	-191.38	110% <sup>a</sup>
3131.3 Mosq pool testing	3,568.98	3,722.94	2,000.00	-1,722.94	186% <sup>a</sup>
3131.4 Hood certification	195.00	195.00	200.00	5.00	98% <sup>b</sup>
3131.5 Misc lab eqpt & supplies	318.19	599.87	4,500.00	3,900.13	13%
3131.6 Reimbursement for light traps	0.00	0.00	150.00	150.00	0%
Laboratory Total	5,794.29	8,034.84	18,150.00	10,115.16	44%
3171 Small Tools and Instruments	0.00	237.25	1,500.00	1,262.75	16%
3211 Maintenance - Structures & Improvement	478.87	1,548.55	15,000.00	13,451.45	10%
3231 Maintenance Equipment	2,054.85	5,989.61	40,000.00	34,010.39	15%
3271 Utilities	1,287.09	4,627.47	21,500.00	16,872.53	22%
3291 Communication					
3291.1 Telephone service & internet	0.00	1,725.84	12,000.00	10,274.16	14%
3291.2 Public Notices	0.00	0.00	500.00	500.00	0%
3291.3 Website & email hosting	878.57	878.57	375.00	-503.57	234% <sup>c</sup>
3291.4 Cell phone services	216.13	844.61	4,200.00	3,355.39	20%
Communications Total	1,094.70	3,449.02	17,075.00	13,625.98	20%
3331 Memberships, Dues, Subscriptions	0.00	8,631.00	22,750.00	14,119.00	38% <sup>d</sup>
3351 Transportation & Travel					
3351.1 Fuel & GPS	3,406.59	14,999.45	40,000.00	25,000.55	37% <sup>e</sup>
3351.2 Misc Travel	116.43	29.01	4,000.00	3,970.99	1%
3351.3 Meetings & conferences	0.00	0.00	39,616.00	39,616.00	0%
3351.4 Board meeting expenses	30.77	30.77	800.00	769.23	4%
3351.5 Trustee in lieu	800.00	2,800.00	16,800.00	14,000.00	17%
Transportation & Travel Total	4,353.79	17,859.23	101,216.00	83,356.77	18%
3391 District Special Expenses					
3391.1 Pesticides	4,460.03	23,908.71	150,000.00	126,091.29	16%
3391.2 Field supplies	42.83	65.26	500.00	434.74	13%
3391.3 Sentinal Chickens	68.00	223.29	4,000.00	3,776.71	6%
3391.4 Fish & Fish Maint	0.00	159.44	4,000.00	3,840.56	4%
3391.5 Aerial Pool Survey	0.00	0.00	17,000.00	17,000.00	0%
3391.5 Permits	0.00	1,104.00	3,000.00	1,896.00	37% <sup>f</sup>
3391.5 Continuing Education fees	200.00	200.00	4,000.00	3,800.00	5%
3391.5 Board Plaques & nameplates	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Seasonals (post ads, pre-empl physical)	0.00	0.00	1,000.00	1,000.00	0%
3391.6 Spray equipment & Safety	675.76	1,299.10	17,000.00	15,700.90	8%
District Special Expenses Total	5,446.62	26,959.80	201,500.00	174,540.20	13%
3392 Community Education	1,245.52	1,898.52	32,020.00	30,121.48	6%
3411 Professional and Specialized Services	29,584.74	38,092.45	217,700.00	179,607.55	17%

**Account Balances as of September 30, 2014**

**Budget Year 2014-15**

Month 3 of 12 = 25% of Fiscal year

3471 Insurance - Collision, Liability etc	0.00	32,451.00	32,048.00	-403.00	101% <sup>g</sup>
3491 Workers Compensation Insurance	0.00	50,494.00	50,553.00	59.00	100% <sup>g</sup>
3531 Insurance Fund - SIRS	0.00	0.00	25,000.00	25,000.00	0%
3551 Rents, Leases - Equipment	691.49	2,289.16	9,350.00	7,060.84	24%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>55,084.53</b>	<b>217,361.40</b>	<b>896,362.00</b>	<b>679,000.60</b>	<b>24%</b>

**CAPITAL**

5111 Structures and Improvements	0.00	0.00	217,500.00	217,500.00	0%
5311 Equipment	0.00	28,954.60	106,500.00	77,545.40	27% <sup>h</sup>
<b>TOTAL CAPITAL</b>	<b>0.00</b>	<b>28,954.60</b>	<b>324,000.00</b>	<b>295,045.40</b>	<b>9%</b>

*Annual Operating Expenditures*      233,811.06    788,900.24    3,629,666.00    2,840,765.76

**OTHER**

Reserve for Contingency	0.00	0.00	50,000.00	50,000.00	0%
Pesticide Shed Replacement	0.00	0.00	120,000.00	120,000.00	0%
Dry Period Cash	<b>0.00</b>	0.00	<b>2,177,200.00</b>	<b>2,177,200.00</b>	0%
Reserves for Public Health Emergencies	<b>0.00</b>	0.00	<b>250,000.00</b>	<b>250,000.00</b>	0%
Reserve for Capital Replacement	<b>0.00</b>	0.00	<b>591,364.00</b>	<b>591,364.00</b>	0%
<b>Total Other</b>	<b>0.00</b>	<b>0.00</b>	<b>3,188,564.00</b>	<b>3,188,564.00</b>	0%

**Does not include 13/14 expenses paid in 14/15**

- <sup>a</sup> High West Nile virus activity in 2014 required a great deal of extra testing of dead birds and mosquitoes
- <sup>b</sup> The Biological Safety Cabinet and Fume Hood are tested and certified once a year.
- <sup>c</sup> Web hosting and email - This charge paid for 2 years in advance
- <sup>d</sup> Major memberships (MVCAC, AMCA) were paid at the beginning of the fiscal year
- <sup>e</sup> Fuel usage is higher in July-Sept when seasonal staff are present
- <sup>f</sup> Permits are paid for at specific times during the year, rather than monthly
- <sup>g</sup> Insurance is paid as a lump sum at the beginning of the fiscal year

**STATEMENT OF EXPENDITURES - September 30, 2014  
Budget Year 14-15**

	EXPENDITURES	TO-DATE	BUDGETED	BALANCE
Salary & Wages	178,726.53	542,584.24	2,239,304.00	1,696,719.76
Service and Supplies	55,084.53	217,361.40	896,362.00	679,000.60
Capital Expenditures	0.00	28,954.60	324,000.00	295,045.40
Reserve for Contingency	0.00	0.00	50,000.00	50,000.00
Pesticide Shed Replacement	0.00	0.00	120,000.00	120,000.00
<b>TOTAL</b>	<b>233,811.06</b>	<b>788,900.24</b>	<b>3,629,666.00</b>	<b>2,840,765.76</b>

CASH BALANCE - September 30, 2014 : \$ Not yet available (Does not include interest revenue for September)

Sincerely,

Chindi Peavey  
District Manager



**Summary of Revenues Received to Date  
September 30, 2014**

AGENDA ITEM 9d

	July	August	September	Received to Date	Budgeted	% of Budgeted
Ad Valorem Tax						
Current Secured	\$ -	\$ 80,403.87	\$ 84,414.45	\$ 164,818.32		
Supplemental	\$ -	\$ 2,214.04	\$ -	\$ 2,214.04		
Redevelopment	\$ 279.08	\$ -	\$ -	\$ 279.08		
<b>Total Ad Valorem Tax</b>	<b>\$ 279.08</b>	<b>\$ 82,617.91</b>	<b>\$ 84,414.45</b>	<b>\$ 167,311.44</b>	<b>\$ 1,616,830.00</b>	<b>10%</b>
Special Tax		\$ 39,646.69		\$ 39,646.69	\$ 801,014.00	5%
Benefit Assessment		\$ 54,483.31		\$ 54,483.31	\$ 1,082,918.00	5%
Other Revenues (Nat'l. Wildlife Refuge in lieu of taxes)	\$ 229.88	\$ -		\$ 229.88	\$ -	0%
Interest on Pooled Money	\$ -	\$ -		\$ -	\$ 4,000.00	0%
Misc District Deposits (County Fair award, rebates, refunds)	\$ 1,210.00	\$ 8,442.78	\$ 197.61	\$ 9,850.39	\$ -	0%
Sale of Equipment	\$ -	\$ -		\$ -	\$ 5,000.00	0%
<b>Total revenue received</b>	<b>\$ 1,718.96</b>	<b>\$ 185,190.69</b>	<b>\$ 84,612.06</b>	<b>\$ 271,521.71</b>	<b>\$ 3,509,762.00</b>	<b>8%</b>

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

## *Alameda County Mosquito Abatement District*

**BOARD OF TRUSTEES**

Barbara Halliday, President  
 Ryan Clausnitzer, Vice-President  
 George Young, Secretary  
 Robert Dickinson  
 James N. Doggett  
 Richard Guarienti  
 Kathy Narum  
 Scott Paulsen  
 Jim Prola  
 Ronald E. Quinn  
 William M. Spinola  
 Jan Washburn

Chindi Peavey Ph.D

District Manager

[cpeavey@mosquitoes.org](mailto:cpeavey@mosquitoes.org)

### MONTHLY OPERATIONAL REPORT – September 2014

Dear Trustees:

#### I. NARRATIVE

The District received a total of 77 requests for service during September. There were 35 mosquito-biting reports. The ten-year average for adult mosquito service requests in September is 24.3. 20 requests for mosquitofish were received and 17 requests for inspections of potential mosquito sources.

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

The summer saltmarsh mosquito, *Aedes dorsalis*, breeds in tidal salt marsh areas that flood only during the highest tides of the month. This mosquito is a day biter that can be found in larger grassy areas like parks and school yards after the adults emerge and fly away from the salt marshes. There were 2 service requests attributable to *Ae. dorsalis* adult mosquitoes in September.

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. A total of 695 mosquitofish were planted during the month. *Cs. incidens* larvae or adults were found during inspections for 23 service requests during the month.

*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. There were 35 service requests attributed to *Cx. pipiens* during the month.

*Culex tarsalis*, the encephalitis mosquito, is a vector of West Nile virus as well as St. Louis and Western Equine Encephalitis. This mosquito is found in most areas of the county from February through October. The larvae are found in freshwater sources of all types. The adults generally prefer to feed on birds but will also bite mammals. *Cx. tarsalis* was found during inspections at 10 service requests during September.

## II. STATEMENT OF OPERATIONS – SEPTEMBER 2014

### PROGRAM EVALUATION MEASUREMENTS

Mosquito service requests = 35	Ten-year average =	24.3
	Five-year average =	24.6
	Last year=	24
	Range=	15 – 39
Number of all injuries during 2014 =		2

### SERVICE REQUESTS

Fish requests	22
Mosquito biting	36
Mosquitoes & Fish	0
Retrieve Fish	1
Deliver Mosquitoes to a school	1
Request for inspection	17
Total	77

### SPECIES IMPLICATED IN SERVICE REQUESTS

<u>Species</u>	<u>Fish</u>	<u>Mosquitoes</u>	<u>Other</u>	<u>Inspect</u>	<u>Total</u>
<i>Culiseta incidens</i>	4	4	0	2	10
<i>Culex pipiens</i>	0	14	0	2	16
<i>Culex tarsalis</i>	1	1	0	3	5
<i>Aedes dorsalis</i>	0	0	0	0	0
<i>Anopheles freeborni</i>	0	1	0	0	1
No Mosquitoes found	17	16	2	10	45

### OPERATIONS

Administration	988.25	Regular Hours	2,745
Larval Surveillance & Control	1069.5	Overtime hours	19
Disease monitoring	343.75	Total Work	<b>2,764</b>
Laboratory	119		
Equipment & Facility Maintenance	164.75		
Public Education	64.5	Vacation hrs used	158.25
Interagency Communication	7.2	Sick hours used	95.75
Fish Rearing and Maintenance	2.7	Workers Comp Lv	0
Safety	4.25	ETO used	15
Misc	0	<b>Total Leave</b>	269
<b>Total Work</b>	<b>2,764</b>	<b>Total Hours</b>	<b>3,033</b>

## Manager's Report

October 8, 2014

- a) Update on West Nile virus activity – an updated map and statistics will be presented at the Board meeting. Field staff has been conducting door to door surveillance for standing water and larval sources in Livermore in the area where mosquitoes positive for West Nile virus were found repeatedly. There have not been any adulticide applications in September.
- b) A newly introduced species of mosquito has been found in Southern California – *Aedes notoscriptus*. This is a species that develops in containers. In Australia it is a major pest and a vector of dog heartworm and 3 arboviruses that cause disease in humans. More information is available at:  
<http://medent.usyd.edu.au/photos/aedes%20notoscriptus.htm#geograph>
- c) A District staff member has asked for an unpaid leave of absence under the Family Medical Leave Act. He was granted leave on September 15 and has stated he will return to work on October 14.
- d) New website – The District's new website is completed. It can be viewed at the same address as the former website -[www.mosquitoes.org](http://www.mosquitoes.org)
- e) San Mateo County Mosquito and Vector Control District has announced a vacancy for District Manager. I have been asked to apply and declined.
- f) District Public Education Events
  - 1. September 20 – Annual Newark Days Celebration
  - 2. October 2-3 – Alameda County Fall Home and Garden Show
- g) Presentations by District Manager
  - 1. September 16 - Presentation on WNV at Pleasanton City Council
  - 2. November 13 – Presentation in Livermore at Continuing Education for Agricultural Pesticide Applicators





**NEW ZEALAND BIOSECURE**  
Entomology Laboratory



## *Aedes (Finlaya) notoscriptus* (Skuse)

striped, or ankle biting mosquito

**NZ status: Introduced**



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### **Vector and Pest Status**

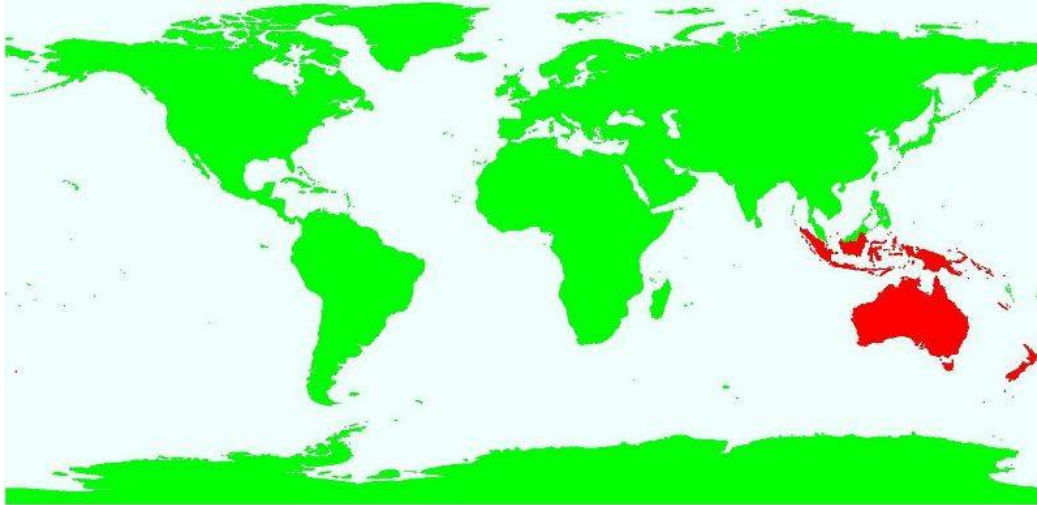
*Aedes notoscriptus* is the major vector of dog heartworm (*Dirofilaria immitis*) in Australia (Russell, 1997), a filaroid which is not present in New Zealand. *Ae. notoscriptus* is also a known vector of Ross River Virus, Barmah Forest virus (Kay *et al.*, 2007) and Murray Valley encephalitis, although there is no record of the latter occurring in the field (Liehne, 1991). Studies have also shown that vector competence can be highly variable. While some populations of *Ae. notoscriptus* are viable vectors other pools have not been proven competent. (Watson and Kay, 1998 & 1999).

*Ae. notoscriptus* also vectors dengue but is not considered to be an important vector as infection levels in this species are very low (Watson and Kay, 1999).

### Geographic Distribution

*Aedes notoscriptus* is an introduced species which was first found in New Zealand in the 1920s. This species is believed to have entered New Zealand through shipping and was originally found most around ports (Belkin, 1968). Currently, this species is widespread throughout the North Island, and in the South Island it is found as far south as Lyttleton (Weinstein, 1997, Holder, 1999, Reinert, 2004).

*Aedes notoscriptus* also occurs throughout the South Pacific (Lee *et al.*, 1982), in New Guinea, New Caledonia, Indonesia and the Solomon Islands (Bullians & Cowley, 2001; Liehne, 1991), and in Australia including the Torres Strait Islands (Russell, 1997).



NB. This map denotes the general areas where this species has been recorded, not actual distribution.

### Incursions and Interceptions

*Aedes notoscriptus* has been intercepted at New Zealand borders at least 11 times since 2001, however not all these interceptions are believed to be specimens of exotic origin, but local specimens occurring in high risk areas e.g. ports. Two are considered to be most likely interceptions from Australia, and several others very likely to be of exotic origin.

Although this species is now well established in New Zealand, it seems likely that repeated exotic introductions will continue to occur, increasing the chance of disease agents such as dog heartworm being introduced with them.

### Taxonomy

*Aedes notoscriptus* belongs in the subgenus *Finlaya*. It was moved to the proposed genus *Ochlerotatus* by Reinert (2001), but general uncertainty around the proposed changes has seen this species replaced back in the genus *Aedes* subgenus *Finlaya*, awaiting further evidence.

Adult females can be distinguished from other species in New Zealand by their characteristic lyre shaped scutal pattern, bright white stripes on very dark legs and banded proboscis.

The banding on the proboscis differentiates *Aedes notoscriptus* from exotic mosquito species with similar scutal patterns such as *Aedes aegypti* (Russell, 1993).

## Habits and Habitat

*Aedes notoscriptus* is a fresh water container breeder that prefers vegetated containers in well shaded sites (Belkin, 1968). It can be found in natural containers e.g. tree holes or rock pools but it has adapted to breeding in man made containers including plant pot saucers, old jars and blocked roof gutters. In New Zealand this species breeds frequently around domestic environments, where it most commonly comes into contact with man (Montgomery *et al.*, 2002; Derraik, 2004). This increase into man-made habitats has also made this species more widespread. It is able to colonise the natural environment in these newly occupied areas, where natural containers are often underutilised by native species (Laird, 1996).

Overwintering occurs in the larval stage, but this is only characteristic of the species in cooler climates, including New Zealand. Development is ongoing throughout the year in more temperate environments with peaks in numbers during warmer months (Liehne, 1991; New Zealand BioSecure, unpub. data).

Eggs are laid at the water level around the edges of containers. They are laid individually and are desiccation resistant (Liehne, 1991).

*Aedes notoscriptus* females will readily feed at night and in shaded areas during the day, but the preferred biting time is in the evening and early morning - crepuscular activity (Foot, 1970). *Aedes notoscriptus* can be a serious pest as it is an avid biter of both humans and animals, including stock and poultry (Laird, 1996). Adults have been recorded travelling up to 238m from release sites (Watson *et al.*, 2000).

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