



**REGULAR MEETING
OF THE BOARD OF TRUSTEES
LOCATION: TELECONFERENCE – SEE BELOW**

February 8, 2023, 6:00 PM

AGENDA

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the authority under AB 361 and the guidance from the County Public Health Officer and the CDC to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- All members of the public seeking to observe and/or to address the local legislative body telephonically or otherwise electronically can do so in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. If the line is busy, more phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

HOW TO SUBMIT PUBLIC COMMENTS:

Live Participation: Public comments may be made by members of the public via Zoom. During the meeting, the Board President or designee will announce the opportunity to comment publicly. Use the "raise hand" feature (or press *9 to "raise hand" on the phone) during the public comment period for the agenda item you wish to address. The Zoom host will call on people to speak by the name provided or the last four digits of the phone number for dial-in attendees.

Written Comments: Public comments may be submitted by email to comments@smcmvcd.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 want your comment read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 12:00 PM, the day of the meeting, will be included as an agenda supplement on the District's website under the relevant meeting

date and provided to the Trustees at the meeting. Comments received after this time will be read aloud at the meeting.

ACCESSIBILITY INFORMATION:

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 Brian Weber, District Manager, at least 48 hours before the meeting at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to resolve such requests to ensure accessibility swiftly.

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 at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

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.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

A. Secretary of the Board will take roll call

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

This time is reserved for public members to address the Board relative to matters of the District, not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is used). Speaker cards are available for those making a public comment.

5. CONSENT CALENDAR

All items on the Consent Calendar will be considered by one (or more) action(s) of the Board unless any Trustee would like to discuss any item listed, in which case, it may be pulled from the Consent Calendar.

A. Approval of Minutes

1. Minutes for the Regular Board Meeting January 11, 2023

B. Approval of Resolutions

Resolution 019-23 Consider continuing a resolution authorizing continued remote teleconference meetings of the legislative bodies of the San Mateo County Mosquito and Vector Control District under Brown Act Provisions to continue conducting District meetings remotely to protect the health or safety of attendees in accordance with Assembly Bill 361

C. Retirement of two technician pickup trucks from fixed asset inventory

ACTION: Motion to approve Consent Calendar

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS The Chair of each committee listed below will provide a report on the committee's actions and present any recommendations to the Board

A. Finance Committee Reports

1. Finance Committee Meeting Report – January 30, 2023

Report by: Mason Brutschy, Committee Chair

B. Review the Financial Report for FY 2021-22 as of December 31, 2022

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to approve Financial Report for FY 2021-22 as of December 31, 2022

C. Policy Committee Report

Report by: Robert Reichel, Committee Chair

C.1 Review new District Policy 4000 District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)

ACTION: Motion to approve **Policy 4000 District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)**

C.2 Review SMCMVCD Draft Internal Boardroom Policy

ACTION: Motion to approve the San Mateo County Mosquito and Vector Control District Internal Boardroom Policy

D. Inactive Committees

8. STAFF REPORTS

A. Laboratory Director, Angie Nakano. Angie will provide an update on Laboratory activities.

B. Public Health Education and Outreach Officer Rachel Curtis-Robles will provide a report on the District Public Outreach Program

C. Information & Technology Director Matthew Nienhuis will provide a report on the District technology matters.

D. Special Presentation

Operations Director Casey Stevenson will provide a PowerPoint presentation on the District Operations and the Mapvision database.

D.1 Approve the contract with Leading Edge for Mapvision District database services in the amount of \$110,000 and \$25,000 for annual licensing

Report by: Casey Stevenson, Operations Director

ACTION: Motion to approve the contract with Leading Edge for Mapvision District database services in the amount of \$110,000 and \$25,000 for annual licensing.

9. MANAGER’S REPORT

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

11. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
TRUSTEES
JANUARY 11, 2023
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 11, 2023. Location: **Teleconference**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Rena Gilligan	City of Burlingame
Laura Walsh	City of Colma
Desiree LaBeaud	County-at-Large (arrived at 6:10 p.m.)
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	City of Foster City
Kati Martin	City of Half Moon Bay
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT: Carolyn Parker, City of Brisbane
D. Scott Smith, Town of Hillsborough
Catherine Carlton, City of Menlo Park
Ray Williams, Town of Portola Valley

OTHERS PRESENT: District Manager, Brian Weber
Interim Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
Laboratory Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles
Operation Director, Casey Stevenson
IT Director, Matthew Nienhuis



1. CALL TO ORDER

The meeting was called to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

Trustee Chuck Cotten led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 17 Trustees were present on Teleconference, constituting a quorum.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

Board Comment: None

President Martin explained the process to be used going forward during the Teleconference of the Meeting to the Board of Trustees, Staff, and Public.

5. BOARD MEMBER OATH OF OFFICE (Chuck Cotten, City of Belmont)

Chuck Cotten is semi-retired; he is a member of the Belmont Boosters and Belmont Historical Society. He loves to cook, travel, read, and is looking forward to getting to know everyone.

6. CONSENT CALENDAR

A. Approval of Minutes for January 11, 2023

B. Approval of Resolution 018-22 to consider conducting District meetings remotely in accordance with Assembly Bill 361.

Public Comment: On Consent Calendar items 6. A and B, None.

Board Comment: None.

ACTION: MOTION by Trustee Peter DeJarnatt, second by Trustee Ron Collins to approve 6. A and B. Motion Passed by 17 yeas, 0 noes.

REGULAR AGENDA



7. BOARD COMMITTEE REPORTS

A. 1. Finance Committee Reports

Committee Chair Mason Brutschy reported that the Committee met on January 3, 2023, via Teleconference. Chair Brutschy provided a written report in the Board Packet. The Committee reviewed the Financial Reports presented by Finance Director Richard Arrow for FY 22-23 as of October 30, 2023 and November 30, 2022.

District Manager Brian Weber gave an oral report on architectural plans related to the 1415 N. Carolan property and total expenditures so far of \$11,352, with another \$96,421 to be processed.

Finance Director Richard Arrow provided information on two investment alternatives for District reserve funds. (CalTrust and CalClass). A recommendation will be developed by the Finance Committee and made to the Board of Trustees at a future meeting.

B. Review the Financial Report for FY 2021-22 as of November 30, 2022 and October 31, 2022.

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated the report received from July 1, 2022 through November 30, 2022, total revenues YTD were \$694,000, total expenditures YTD, \$2.6 million and the change in fund balance was \$1.9 million, The District had County Treasury is \$6.3 million in cash available in County Treasury.

C. Real Estate Committee

Committee Chair Paul Norton reported the Real Estate Committee did not meet in January, they will meet in February. He provided a written report in the board packet. Chair Norton highlighted 1415 N. Carolan property project objectives, work completed in November and December and work planned to be completed in January and February. The forecast for the outlook for the remainder of 2023 and budget status. This is an informational report only, no action required. Trustee Paul Norton joined the Real Estate Committee.

Public Comment on 7.A.1, B., C.: None.

Board Comment: Trustee Degliantoni thanked Finance Director Arrow for bringing the accounts receivable monies down. Trustee Riechel and Trustee Brutschy asked about the negative effects from the Governor's State budget that might affect the District's budget. Mr. Arrow responded no such effects are expected but that it would continue to be monitored.



ACTION: Motion by Trustee Muhammad Baluom, seconded by Trustee Ed Degliantoni to approve the Financial Report for FY 21-22 as of November 30, 2022 and October 31, 2022. Passed by 17 yeas, 0 noes.

8. STAFF REPORTS

- A. Operations Director Casey Stevenson provided a written report in the board packet. He thanked trustees for attending the Field Day. Director Stevenson expressed that the rain was quite a challenge for staff. The department had an annual inspection by the County of San Mateo and are compliant. Ryan Thorndike is now the new Field Supervisor.
- B. Laboratory Director Angie Nakano provided a written report in the board packet. They are doing a pilot program to assess the risk of ticks on residential property. The host cities for the pilot are Hillsborough and Millbrae.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the board packet. She is working with the tick survey also and has sent out mailings and placed door hanger for outreach to the public.
- D. Information and Technology Director Matthew Nienhuis provided a written report in the board packet. He indicates the multi-factor authentication (MMFA) rollout has been successful, about 68% compliance. He thanked the board for their patience and understanding throughout the project.

Public Comment: None.

Board Comment: Several Trustees inquired about the Tick Study.

9. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the board packet. Brian Weber discussed future board meetings. Governor Newsom's COVID-19 Executive Orders are expected to expire by the end of February. If existing Executive Orders are not extended, the Board must consider how and where it wishes to resume in-person board meetings. Brian Weber recommends the Policy Committee meet during the week of January 16, 2023. Trustee Robert Riechel is Chair of the Policy Committee. He will contact Policy Committee members with the scheduling of the meeting. Brian Weber reminded all elected official and public employee must submit a Statement of Economic Interest, this Form 700 provides transparency and ensures accountability.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

President Martin is the Mosquito and Vector Control Association President.



11. Next Board Meeting is on March 8, 2023, the second Wednesday of the month at 6:00 p.m.

ADJOURNMENT: 7:30 P.M.

Kati Martin, Board President

Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2023.

** All reports that were provided to the trustees at the board meeting will be available upon request.

Approved:

District Manager

Board President

Agenda Item 5B

**SUBJECT: CONSIDER ADOPTING A RESOLUTION M-019-23
AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODIES OF THE
SAN MATEO COUNTY MOSQUITO AND VECTOR
CONTROL DISTRICT PURSUANT TO BROWN ACT
PROVISIONS**

SUMMARY

Approve Resolution **M-019-23** Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Mateo County Mosquito and Vector Control District Pursuant to Brown Act Provisions.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple State agencies and departments, and help the State prepare for a broader spread of COVID-19.

On March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference as long as specified notice and comment provisions were followed. Given the state of emergency and authority to meet remotely, on March 23, 2020, the Board President issued a declaration altering the regular meeting location to be held via teleconference only. The Board ratified this declaration at its regular meeting on April 8, 2020. For the past year and a half, the District has been meeting remotely via Zoom. Meeting remotely has allowed the District to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Brown Act. However, the Delta variant has emerged, causing a spike in cases throughout the State. As a result, the County Public Health Departments across the Bay Area, including San Mateo County, have issued a Health Order requiring masks indoors in public places, regardless of vaccination status.

On January 1, 2022, the Governor approved Executive Order N-1-22, in response to the Omicron COVID-19 variant. Data suggest that the Omicron variant is more transmissible than the Delta variant. Therefore, considering the present surge in cases due to the Omicron variant, and to protect the public health and safety, the Governor temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the

staff body, staff, and members of the public.

DISCUSSION

The California Legislature recently approved AB 361, which was signed as an urgency statute by the Governor on September 16, 2021 and is effective immediately. This law allows local legislative bodies to continue to meet remotely after the October 1 deadline under specified circumstances.

A local agency will be allowed to continue to meet remotely when:

- The legislative body holds a meeting during a proclaimed state of emergency, and State or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote whether because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

To meet remotely agencies must make certain findings demonstrating the requirements to continue to hold remote meetings apply. Staff is recommending that Resolution **M-019-23** be adopted as these findings can be made. Specifically, the District meets the requirements to continue holding meetings remotely to ensure the health and safety of the public because:

- The District is still under a state of emergency as declared by the Governor.
- County Health Orders require that all individuals in indoor public spaces wear masks, regardless of vaccination status.
- County Public Health officers have issued various health orders, recommendations and updates designed to slow the spread of COVID-19, including recommendations for social distancing and directing that public meeting continue to be held remotely to protect public health.¹
- The District cannot maintain social distancing requirements for the public, staff, and Directors in their meeting spaces.

The District staff is concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta variant, people may have and transmit the virus before knowing they are infected and/or if they are asymptomatic, meetings can last several hours, and the District has a large Board of Trustees, its meeting facilities are limited in space, with seats close together and as of June 7, 2022 a new COVID-19 surge has begun.

Under AB 361, if the state of emergency remains active for more than 30 days, a local agency must make the following findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules.

- The legislative body has reconsidered the circumstances of the emergency; and
-

February 8, 2023

- Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures

For these reasons, Staff anticipates that if the pandemic continues, the District Board will be asked to approve a resolution on every agenda making findings regarding the circumstances of the emergency and vote to continue using the law's exemptions. AB 361 sunsets on January 1, 2024.

RECCOMENDATION

Consider Adopting Resolution **M-019-23** Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Mateo County Mosquito and Vector Control District Pursuant to Brown Act Provisions

REFERENCE MATERIALS

1. RESOLUTION M-019-23

AYES:

NOES:

ABSENT:

ABSTAIN

ATTEST:

Board Secretary

Board President

RESOLUTION NO. M 019-23

A RESOLUTION OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to COVID-19. Such Proclamation remains and is in effect as of the date of this Resolution, as are the facts, circumstances, and emergency under which it was issued; and

WHEREAS, the San Mateo County Mosquito and Vector Control District (“District”) ordinarily holds its regular meetings on the second Wednesday of the month at 6 p.m. at the Board Chambers, 1351 Rollins Road, Burlingame, California 94010; and

WHEREAS, the District officially closed its meeting room as of April, 2020 due to the coronavirus pandemic, making the Board Chambers unavailable to the public; and

WHEREAS, on March 23, 2020 the District’s Board President issued a Declaration altering the regular meeting location to be held via teleconference only pursuant to Executive Order N-29-20. The Board ratified this Declaration at its regular meeting on April 8, 2020; and

WHEREAS, the Health Officer of the County of San Mateo and other Bay Area counties (“Health Officers”) have issued various health orders and updates designed to slow the spread of COVID-19 (including variants thereof) such as vaccinations, quarantines, face covering requirements, and social distancing recommendations designed to protect public health; and

WHEREAS, on September 20, 2021, Health Officers issued recommendations for safely holding public meetings, including strongly recommending teleconferencing meetings as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19, and further recommended social distancing and face masking of all attendees; and

WHEREAS, in light of the present surge in cases due to the Omicron variant, and to protect the public health and safety, it is necessary to temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the staff body, staff, and members of the public; and

WHEREAS, COVID-19 poses imminent health and safety concerns. The risk of exposure to COVID-19 depends on the likelihood of coming into close physical contact with people who may be infected and through contact with contaminated surfaces and objects. The severity of the illness varies. Per the US Centers for Disease Control and Prevention about 14% of the cases are severe (meaning, they required hospitalization), with an infection that affects both lungs and has the potential to lead to severe medical complications (such as respiratory failure, shock, or multi organ dysfunction) that can cause death in some people. The

number of cases of infections and deaths occurring locally can be determined by viewing the dashboards of the Health Officers; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which placed an end date of September 30, 2021 on such authority; and

WHEREAS, due the rise in COVID-19 cases, including due to the Delta variant and now Omicron variant, the District continues to be deeply concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta variant, people may contract and transmit the virus before knowing they are infected and/or if they are asymptomatic; meetings of the District can last several hours, the District has a large board of Trustees, its meeting facilities are limited in space with seats that are close together, and have restricted air flow; and as of June 7, 2022 a new local surge of COVID-19 is underway; and

WHEREAS, the California State legislature adopted AB 361 as an urgency measure that was signed by the Governor on September 16, 2021. AB 361 amends the Brown Act to allow local governments to use teleconferencing and virtual meeting technology as long as there is a gubernatorial “proclaimed state of emergency” upon the local legislative body finding that State or local officials have imposed or recommended measures to promote social distancing or that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the Board desires to continue holding public meetings of the District using teleconferencing and virtual meeting technology in order to avoid the imminent risk to the health and safety of attendees; and

WHEREAS, the District found that conducting its meetings using virtual meeting technology allowed the equivalent, if not improved, access to the meetings for Trustees, staff, and the public based on the ease of use and flexibility of technology. This experience has been confirmed by the Little Hoover Commission, which evaluated the effectiveness of remote meetings statewide; and

WHEREAS, the Board held a duly noticed public meeting on September 29, 2021; and

WHEREAS, at such public meeting, the Board considered all pertinent oral and written information, exhibits, testimony, and comments received during the public review process, including, without limitation, information received at the public hearing, the oral report from District staff, the written report from staff, this Resolution, and all other information on which each of the Trustees has based their decision (collectively, “Remote Meeting Information”); and

WHEREAS, the Board found that a state of emergency remained active due to the coronavirus pandemic, which affects the ability of attendees to meet safely in person; and

WHEREAS, the Board desires to make the findings necessary to continue to meet remotely in light of the fact that there remains a significant portion of the population that is not eligible for vaccination or booster shots and that even fully vaccinated people may contract and transmit the virus and it is not possible to socially distance within the District’s Board meeting room.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the District as follows:

Section 1. Recitals. The Board hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein. The recitals and the information below constitute findings in this matter, and together with the Remote Meeting Information, serve as an adequate and appropriate evidentiary basis for the findings and actions set forth herein.

Section 2. AB 361 Findings. The Board, on behalf of itself and its legislative bodies, hereby further finds the following: A state of emergency in California remains active due to the coronavirus pandemic, which continues to directly impact the ability of attendees to meet safely in person. Federal, state, and/or local officials have imposed and/or recommended measures to promote social distancing and use face coverings in indoor settings to help stop the spread of the virus. They have strongly recommended public agencies hold their meetings online because doing so presents the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19. COVID-19 continues to pose an imminent risk to the health and safety of attendees to meet in person because it can be contracted and transmitted by people without symptoms and regardless of vaccination status and has the potential to lead to severe disease and death.

Section 4. Remote Meetings. Meetings of the District and its legislative bodies will continue to be conducted remotely using teleconferencing for the next 30 days in compliance with AB 361.

Section 5. CEQA. This action does not constitute a “project” within the meaning of Public Resources Code Section 21065, 14 Cal Code Reg. Section 15060(c)(2), 15060(c)(3), and/or 15378 because it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. In addition, this action is categorically exempt pursuant to Section 15061(b)(3), “Review for Exemptions” of the CEQA Guidelines because there is no possibility that it may have a significant effect on the environment, and no further environmental review is required. No unusual circumstances exist and none of the exceptions under CEQA Guidelines Section 15300.2 apply. This determination reflects the Board’s independent judgment and analysis.

DULY AND REGULARLY ADOPTED by the District’s Board of Trustees this 8 day of February, 2023 by the following vote:

AYES:
NOES:
ABSENT:

Kati Martin, Chair

ATTEST: _____
Brian Weber, District Manager

Agenda Item 5C

SUBJECT: Retirement of two technician pickup trucks from fixed asset inventory

SUMMARY

Two technician vehicles have expended their useful life, and the staff proposes to dispose of the trucks in accordance with District Policy Manual procedures. The trucks will be sold publicly by Enterprise Fleet Management (“Enterprise”), and the principle applied to lower the lease payment on replacement trucks. The minimum amount guaranteed by Enterprise is \$28,000. **This item was recommended for approval by the Finance Committee.**

BACKGROUND AND STATUS

District **Policy 6020 Fixed Asset Inventory** and **Policy 6050 Disposal of Surplus Equipment** prescribes the procedure for disposing equipment and other capital assets. A copy of the fixed asset retirement form is provided to the Board for review. However, additional technician truck information is provided below. The asset retirement form requires a signature from the Board President, District Manager and Finance Director if approved.

2014 Nissan Frontier Pro4X (4x4)
1N6AD0CW5EN720183
Mileage: 74,443

2014 Nissan Frontier (4x2)
1N6AD0CU6EN741901
Mileage: 68,850

STAFF RECOMMENDATION

Staff recommends that the Board approve the sale and removal of the attached items from the District’s fixed asset inventory.

REFERENCE MATERIALS ATTACHED

1. Fixed Asset Retirement Request for two technician vehicles

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

FIXED ASSET RETIREMENT REQUEST FORM

AS OF: 2/8/2023

Inventory No.	Purchase Date	Capitalized Cost	Accumulated Depreciation	Est. Residual Value	Asset Description	Disposition
FA-0408	2/11/2014	\$ 23,975	\$ 9,975	\$ 14,000	2014 Nissan Frontier Pro4X (4x4)	public sale
FA-0417	8/5/2014	\$ 21,091	\$ 7,091	\$ 14,000	2014 Nissan Frontier King Cab (4x2)	public sale
Total:		\$ 45,066	\$ 17,066	\$ 28,000		

Finance Admin Signature: Richard S. Arrow

District Manager Signature: Brian Weber

Board President Signature: Kati Martin

Date Signed:

Recorded on Minutes Dated:

Agenda Item 7A

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee Meeting of the Board of Trustees

Finance Committee members attended a meeting on January 30, 2023. Attendees included Committee Chair Mason Brutschy, Robert Riechel, Kati Martin, and Carolyn Parker. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information Services Director Matthew Nienhuis, and Operations Director Casey Stevenson. Guest presenters included representatives from CalCLASS and CalTRUST organizations (alternative depositories for District Funds).

1. Reviewed the Financial Report for FY 22-23 as of December 31, 2022. Highlights were discussed with the committee by Finance Director Richard Arrow. The Finance Committee recommended approval of these reports to be submitted to the Board of Trustees for consideration at their meeting on February 8, 2023.
2. District Manager Brian Weber gave an oral report on architectural plans related to the property located at 1415 N. Carolan, Burlingame. Staff is in the process of reviewing design options, especially those that would require additional seismic remediation. As more information is acquired, it will be presented to the Real Estate Committee, Finance Committee, and ultimately to the Board of Trustees.
3. Finance Director Richard Arrow led a discussion of a potential addition of depositories for a portion of District funds. Representatives of two investment alternatives (CalTRUST and CalCLASS) did present their respective programs, and members of the Finance Committee asked specific questions of each organization. The California Special Districts Association sponsors the CalCLASS joint powers authority. Committee members indicated that a recommendation concerning the organization and funding be placed on the agenda of the next meeting of the Finance Committee.
4. District Manager Brian Weber discussed the pending contract relative to the District's Map Vision software. After discussion, it was moved and seconded to place on the next Board of Trustees meeting a recommendation to approve the contract.
5. District Manager Brian Weber discussed the retirement of two District vehicles that will be traded to Enterprise Fleet Management. The resulting transaction will result in the acquisition of two additional District vehicles. It was moved and seconded to recommend that the Board of Trustees approve the deletion of two surplus vehicles from District records.



Item 7B

**Monthly Financial Report
Month Ending December 31, 2022**

Staff Recommendation: Motion to recommend approval of the December 31, 2022, Financial Report.

Statement of Revenues, Expenditures, and Change in Fund Balance

Total revenues received from July 1 through December 2022 (YTD) were \$ 3.4 million; total expenditures YTD were \$ 3.1 million, and the change in fund balance was \$ 277.9 thousand. The District had \$ 8.7 million in cash available in County Treasury.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2022:	\$ 8,001,587	\$ 749,944	\$ 8,751,531
Revenues/Resources	\$ 3,366,297	\$ 2,796	\$ 3,369,094
Due To (From) Funds	\$ (276,044)	\$ 276,044	\$ -
Expenditures	\$ 2,903,100	\$ 187,999	\$ 3,091,099
Change in Fund Balance	187,153	90,841	\$ 277,994
* Ending Fund Balance	\$ 8,188,740	\$ 840,785	\$ 9,029,525

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 143,930.00	\$ -	\$ 143,930.00
Assigned (Capital Improvements)	-	840,785	840,785
Public Health Emergency Fund	800,000	-	800,000
Natural Disaster Emergency Fund	650,000	-	650,000
Real Property Acquisition Fund	1,134,670	-	1,134,670
Debt Service Repayment Fund	1,000,000	-	1,000,000
Unrestricted Fund Balance	4,460,140	-	4,460,140
Total	\$ 8,188,740	\$ 840,785	\$ 9,029,525

Budget Variances

Revenues

Actual revenues received through December 31, 2022, were over budget by \$ 224,622 resulting from the receipt of a portion of excess ERAF in August 2022, Redevelopment passthrough, as well as timing differences of other revenue sources.



Expenditures

Expenditures through December 2022, were under budget by \$ 570,104 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over/ Under	Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$23,692	98.3%	New employees costs under budgeted positions.
Employee Benefits	Over	\$42,158	108.2%	Timing of budgeted employee benefits
Administration	Under	\$76,690	72.8%	Timing of HR Consulting, Engineering, Legal Services, and audit expenditures
Computer Hardware & Software	Under	\$22,414	47.5%	Timing of consulting, hardware, and Map Vision licensing expenditures
Operations	Under	\$54,082	58.7%	Timing of pesticide expenditures
Public Outreach	Under	\$26,657	57.6%	Timing of media and promotion expenditures
Capital Improvements	Under	\$357,005	34.5%	Timing of building improvement exp.

The Board’s budget level of control is at the category level, for example Salaries, Benefits, Admin., Operations, etc. The above table provides explanations for variances over \$15,000.

Questions

Please direct all inquiries related to this financial reporting package to the District Manager, Brian Weber, before the board meeting to allow for adequate research. He can be reached at the District office at (650) 344-8592 or via email at bweber@smcmvcd.org.

Approval

This month’s financial statements are fairly presented. The District Manager and Finance Director approved all disbursements and the monthly bank reconciliation. A Board Officer and the District Manager signed all checks.



Attachments:

1. Statement of Financial Position/Balance Sheet
2. Statement of Revenues, Expenditures and Change in Fund Balance
3. Budget Variance Reports

Month

YTD

YTD compared with adopted budget

4. Accounts Receivable Aging Summary

On the December 2022 summary, accounts receivable outstanding greater than 90 days total is \$28,949 consisting of amounts due from the California Invasive Plant Council. **Updated receivables as of December 21, 2022 (over 90 days) is \$14,774 from California Invasive Plant Council.** Staff is presently contacting agencies to expedite collection.

5. Cash Activity & Reconciliation to County

The District's accounting system is fully reconciled with the County statement.

6. Payroll Disbursement

All payroll disbursements were made to employees and trustees for their monthly stipends. All employees were paid per District salary and wage schedule and longevity policies.

7. Check Detail

This month, the District wrote General Fund checks numbers from 22311 to 22387. Last month's check number ended at 22310. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In December 2022, 77 checks written from the General Fund totaled \$ 210,984.53. In addition, the District wrote 1 check from the Capital Fund totaling \$ 3,588.49 (check number 1097).

8. Purchase Card Report and Bank Statement

All card purchases for the month were from commercial vendors and met the District purchase card policy. A copy of the purchase card bank statement is attached. Also, descriptions of all purchases from Amazon are included in the attached detailed purchase card transactions report.

San Mateo County Mosquito & Vector Control District
Balance Sheet
As of Dec 31, 2022

	Total Dec 31, 22	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	7,789,313	7,789,313	
1015 · Checking -Union Bank - GF x9757	(72,828)	(72,828)	
1020 · Cash-County Treasury-CPF x2705	948,018		948,018
1025 · Checking -Union Bank - CPF x6913	(11,352)		(11,352)
1016 · County Funds - FMV	(259,384)	(259,924)	540
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	110,183	110,183	
Total Checking/Savings	8,504,350	7,567,144	937,207
Accounts Receivable			
1100 · Accounts Receivable	36,365	36,365	
1105 · Interest Receivable	-	-	-
Total Accounts Receivable	36,365	36,365	-
Other Current Assets			
1220 · VCJPA-Member Contingency Fund	463,221	463,221	
1230 · Pesticide Inventory	176,476	176,476	
Total Other Current Assets	639,697	639,697	-
Total Current Assets	9,180,413	8,243,206	937,207
TOTAL ASSETS	9,180,413	8,243,206	937,207
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	145,573	49,151	96,422
Total Accounts Payable	145,573	49,151	96,422
Credit Cards			
1040 · US Bank Purchase Card	5,316	5,316	
Total Credit Cards	5,316	5,316	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	
Total Other Current Liabilities	-	-	-
Total Current Liabilities	150,888	54,466	96,422
Total Liabilities	150,888	54,466	96,422
Fund Balance			
Beginning Fund Balance, 7/1/2022	8,751,531	8,001,587	749,944
Due To (From) Funds	-	(276,044)	276,044
Revenues Over Expenditures	277,994	463,197	(185,203)
Ending Fund Balance *	9,029,525	8,188,740	840,785
TOTAL LIABILITIES & FUND BALANCE	9,180,413	8,243,206	937,207
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	143,930	143,930	-
Assigned (Capital Improvements)	840,785	-	840,785
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisiton Fund	1,134,670	1,134,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	4,460,140	4,460,140	-
Total Fund Balance	9,029,525	8,188,740	840,785

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2022:	\$ 8,001,587	\$ 749,944	\$ 8,751,531
Revenues/Resources	\$ 3,366,297	\$ 2,796	\$ 3,369,094
Due To (From) Funds	\$ (276,044)	\$ 276,044	-
Expenditures	\$ 2,903,100	\$ 187,999	\$ 3,091,099
Change in Fund Balance	187,153	90,841	\$ 277,994
* Ending Fund Balance	\$ 8,188,740	\$ 840,785	\$ 9,029,525

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 143,930.00	\$ -	\$ 143,930.00
Assigned (Capital Improvements)	-	840,785	840,785
Public Health Emergency Fund	800,000	-	800,000
Natural Disaster Emergency Fund	650,000	-	650,000
Real Property Acquisiton Fund	1,134,670	-	1,134,670
Debt Service Repayment Fund	1,000,000	-	1,000,000
Unrestricted Fund Balance	4,460,140	-	4,460,140
Total	\$ 8,188,740	\$ 840,785	\$ 9,029,525

Statement of Revenues, Expenditures Budget vs. Actual
July 2022 through June 2023

Month of Report:
Dec, 2022

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
GENERAL FUND:											
Ordinary Revenues/Expenditures											
Revenues											
Total 4000 · PROGRAM REVENUES	2,452,750	1,236,561	(1,216,189)	50.4%	1,244,761	(8,200)	99.3%	1,121,917	1,106,366	(15,551)	98.6%
Total 4100 · PROPERTY TAX REVENUES	3,197,480	1,713,574	(1,483,906)	53.6%	1,699,857	13,717	100.8%	1,362,522	1,435,770	73,248	105.4%
Total 4200 · OTHER TAX REVENUES	841,578	404,524	(437,054)	48.1%	119,341	285,183	339.0%	-	132,234	132,234	0.0%
Total 4300 · OTHER REVENUES	187,848	11,639	(176,209)	6.2%	80,513	(68,874)	14.5%	31,250	625	(30,625)	2.0%
Total Revenues	6,679,656	3,366,297	(3,313,359)	50.4%	3,144,472	221,825	107.1%	2,515,689	2,674,995	159,306	106.3%
Expenditures											
Total 5000 · SALARIES & WAGES	3,031,167	1,401,894	1,629,273	46.2%	1,425,586	(23,692)	98.3%	232,640	227,328	(5,312)	97.7%
Total 5100 · EMPLOYEE BENEFITS	887,416	558,456	328,960	62.9%	516,298	42,158	108.2%	61,853	105,316	43,463	170.3%
Total 5200 · TRAINING - BOARD & STAFF	87,973	31,560	56,413	35.9%	43,989	(12,429)	71.7%	19,804	1,010	(18,794)	5.1%
Total 5300 · ADMINISTRATION	593,988	205,764	388,224	34.6%	282,454	(76,690)	72.8%	74,820	43,234	(31,586)	57.8%
Total 5400 · INSURANCE	143,254	138,306	4,948	96.5%	143,254	(4,948)	96.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	70,365	20,272	50,093	28.8%	42,686	(22,414)	47.5%	27,499	7,380	(20,119)	26.8%
Total 5500 · FACILITIES MAINTENANCE	51,547	24,700	26,847	47.9%	25,771	(1,071)	95.8%	4,296	10,782	6,486	251.0%
Total 5550 · UTILITIES	77,617	33,043	44,574	42.6%	38,803	(5,760)	85.2%	6,469	7,020	551	108.5%
Total 5600 · FLEET MAINTENANCE	59,891	28,738	31,153	48.0%	29,945	(1,207)	96.0%	4,991	1,950	(3,041)	39.1%
Total 5700 · OPERATIONS	262,067	76,951	185,116	29.4%	131,033	(54,082)	58.7%	21,839	4,364	(17,475)	20.0%
Total 5800 · LABORATORY	85,668	29,070	56,598	33.9%	43,470	(14,400)	66.9%	7,033	1,071	(5,962)	15.2%
Total 5900 · PUBLIC OUTREACH	125,820	36,253	89,567	28.8%	62,910	(26,657)	57.6%	10,485	4,940	(5,545)	47.1%
Total 6500 · DEBT SERVICE	330,000	318,094	11,906	96.4%	330,000	11,906	96.4%	-	-	-	0.0%
Total Expenditures	5,806,773	2,903,100	(2,903,673)	50.0%	3,116,199	(213,099)	93.2%	471,729	414,395	(57,334)	87.8%
General Fund Net Revenues Over Expenditures	872,883	463,197	(409,686)		28,273	434,924		2,043,960	2,260,600	216,640	
CAPITAL IMPROVEMENT FUND:											
Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	2,796	(2,796)	0.0%	-	2,796	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,007,554	187,999	1,819,555	9.4%	545,004	(357,005)	34.5%	114,166	100,036	(14,130)	87.6%
Capital Improvement Fund Net Revenue Over Expenditures	(2,007,554)	(185,203)	1,822,351		(545,004)	359,801		(114,166)	(100,036)	14,130	

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
 As of December 31, 2022

12/31/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	0.00	0.00	2,467.60	28,948.64	31,416.24
City of Foster City	35.31	0.00	1,821.17	0.00	0.00	1,856.48
City of Pacifica Public Works Wastewater	0.00	0.00	78.08	0.00	0.00	78.08
City of Redwood City, Public Works	0.00	0.00	731.44	0.00	0.00	731.44
City of San Francisco, Public Utilities	563.44	0.00	0.00	0.00	0.00	563.44
City of San Mateo, Wastewater Treatment	85.39	0.00	85.39	0.00	0.00	170.78
City of South San Francisco Water Quality	84.03	0.00	0.00	0.00	0.00	84.03
San Francisco Int'l Airport	886.88	0.00	0.00	0.00	0.00	886.88
Sewer Authority Mid-Coastside	78.08	0.00	0.00	0.00	0.00	78.08
Silicon Valley Clean Water	331.76	0.00	167.86	0.00	0.00	499.62
TOTAL	<u>2,064.89</u>	<u>0.00</u>	<u>2,883.94</u>	<u>2,467.60</u>	<u>28,948.64</u>	<u>36,365.07</u>

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
 As of January 20, 2023

01/20/2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	0.00	0.00	2,467.60	14,774.21	17,241.81
City of Foster City	0.00	35.31	0.00	0.00	0.00	35.31
City of San Francisco, Public Utilities	0.00	563.44	0.00	0.00	0.00	563.44
City of San Mateo, Wastewater Treatment	0.00	85.39	85.39	0.00	0.00	170.78
City of South San Francisco Water Quality	0.00	84.03	0.00	0.00	0.00	84.03
San Francisco Int'l Airport	0.00	886.88	0.00	0.00	0.00	886.88
Sewer Authority Mid-Coastside	0.00	78.08	0.00	0.00	0.00	78.08
Silicon Valley Clean Water	0.00	331.76	167.86	0.00	0.00	499.62
TOTAL	<u>0.00</u>	<u>2,064.89</u>	<u>253.25</u>	<u>2,467.60</u>	<u>14,774.21</u>	<u>19,559.95</u>

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
December 31, 2022

**GF-Dec
2022**

Beginning Cash per District as of Nov 30, 2022	5,371,949
Reductions	
Payroll Related (ADP)	(197,926)
Checks Written	(210,985)
Bank Fee	(56)
Total Reductions	(408,966)
Additions	
Quarterly Interest	-
Abatement Services	95,030
Property Tax Revenue	1,419,757
ERAF Rebate	-
RDA/RPTTF	132,234
Special Benefit Assessment	859,754
Special Mosquito Tax	244,547
Voided CK#22285	1,554
Misc Deposit	625
Total Additions	2,753,501
Ending Cash per District as of Dec 31, 2022	7,716,484
Cash per County General Fund Statement	7,716,484
Difference	-

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 12/01/2022-12/31/2022 Page 2
 THU, JAN 12, 2023, 3:08 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15950870 J4817---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr FDGP	FUND	SUB FUND DEPT	DIVISION SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen	Controller	A 07	02706	02706 00140	00000 00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance	
0111 Claim on Cash			Prior to 12/01/22	8,216,950.76	2,845,002.02	5,371,948.74	
	12/01/22	JE530744	AutoID: JRVD29B2 Job: 15928 JE	1,553.82	0.00	5,373,502.56	
	12/10/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	14,524.02	0.00	5,388,026.58	
	12/15/22	HOED152	AutoID: ITXD15J2 Job: 15897 JE	1,526.20	0.00	5,389,552.78	
	12/15/22	SECD152	AutoID: ITXD15H2 Job: 15898 JE	2,513,376.06	0.00	7,902,928.84	
	12/15/22	REFD152	AutoID: ITXD15G2 Job: 15898 JE	0.00	3,757.29	7,899,171.55	
	12/15/22	RJ1D152	AutoID: ITXD15C2 Job: 15898 JE	1,574.37	0.00	7,900,745.92	
	12/15/22	UNID152	AutoID: ITXD15A2 Job: 15898 JE	15,511.54	0.00	7,916,257.46	
	12/15/22	JE530155	AutoID: JTTD12A2 Job: 15898 JE	0.00	16,012.50	7,900,244.96	
	12/20/22	JE530450	AutoID: JHCD20A2 Job: 15913 JE	0.00	55.63	7,900,189.33	
	12/20/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	80,921.28	0.00	7,981,110.61	
	12/28/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	208.98	0.00	7,981,319.59	
	12/29/22	ABXD292K	AutoID: ITXD29C2 Job: 15917 JE	130,659.84	0.00	8,111,979.43	
	12/29/22	SPUD292	AutoID: ITXD29A2 Job: 15921 JE	725.53	0.00	8,112,704.96	
	12/29/22	SPSD292	AutoID: ITXD29E2 Job: 15921 JE	12,689.30	0.00	8,125,394.26	
	12/29/22	JE530753	AutoID: JRVD29C2 Job: 15922 JE	0.00	408,910.07	7,716,484.19	
		DR	* SUB ACCT Total *	10,990,221.70*	3,273,737.51*	7,716,484.19*	

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 December 31, 2022

CPF-Dec 2022

Beginning Cash per District as of Nov 30, 2022 940,281

Reductions	
Checks Written	(3,588)
Bank Fee	(26)
Transfer-Out to General Fund	-
Total Reductions	<u>(3,615)</u>

Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	<u>-</u>

Ending Cash per District as of Dec 31, 2022 936,666

Cash per County Capital Project Fund Statement 936,666

Difference -

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 12/01/2022-12/31/2022 Page 1
 THU, JAN 12, 2023, 3:08 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15950870 J4817---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02705 SMC Mosq Abate-CP Proj F	Controller	A	07	02705	02705	00140	00000	00000	00000	00000

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 12/01/22	1,028,243.90	87,962.83	940,281.07
	12/20/22	JE530450	AutoID: JHCD20A2 Job: 15913 JE	0.00	26.17	940,254.90
	12/29/22	JE530753	AutoID: JRVD29C2 Job: 15922 JE	0.00	3,588.49	936,666.41
		DR	* SUB ACCT Total *	1,028,243.90*	91,577.49*	936,666.41*

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 December 31, 2022

Dec 2022

	December 9, 2022	December 23, 2022	
Payroll ACH Disbursement (including Net Pay & Taxes)			
Total Net Pay	70,455	75,949	
Federal W/H Tax	14,033	15,582	
Social Security Tax	-	174	← A
Medicare	3,157	3,411	
CA W/H Tax	5,900	6,539	
CA SUI/DI	953	1,060	
Total	94,497	102,714	
ADP Process Fee PPE 11/05 & 11/19	259	296	
ADP Time & Attend Processing Chrg	159	-	
Total amount for the period	94,915	103,010	
Total amount for the month:		197,926	

Footnotes:

A. Social Security expenditure incurred for seasonal employees and Trustees stipends

San Mateo County Mosquito & Vector Control District
Check Detail

December 2022

GF-Dec 2022

Num	Date	Name	Memo	Account	Original Amount
22311	12/01/2022	Amazon Capital Services	Account # ARX6UTA334C06	1015 · Checking -Union Bank - GF x9757	-1,171.62
1H1F-DQ6M-67T4	11/30/2022		Trip prevention for board room	5335 · Office Expense	21.91
			Webcam for Carolan property	5460 · Computer Hardware	24.04
			Misc shop tools	5610 · Garage Tools	233.51
			Fleet maintenance supplies	5620 · Auto, Hotsy, Plug, Boat, Traile	347.73
			Ops equipment	5630 · Ops Equipment & Repairs	114.00
			Rain jackets for techs	5725 · Apparel - Uniforms & Boots	219.20
			EPA coop and net repair supply	5805 · Disease Surveillance	37.25
			Lab supplies	5825 · Lab Supplies	173.98
TOTAL					1,171.62
22312	12/01/2022	American Fidelity Assurance	Payor: 56840	1015 · Checking -Union Bank - GF x9757	-457.98
D525037	11/18/2022		Life/Acc/Cancer EE Insurance for Nov-2022	5170 · Actives - Other Benefits	457.98
TOTAL					457.98
22313	12/01/2022	American Fidelity Assurance Compan	Payor: 56840	1015 · Checking -Union Bank - GF x9757	-1,553.82
2157336	10/28/2022		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,553.82
TOTAL					1,553.82
22314	12/01/2022	American Fidelity Assurance Compan	Payor: 56840	1015 · Checking -Union Bank - GF x9757	-1,553.82
2157339A	12/01/2022		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,553.82
TOTAL					1,553.82
22315	12/01/2022	Angela Nakano	Per Diem @ MVCAC Mtg 12/6-12/7/2022	1015 · Checking -Union Bank - GF x9757	-172.50
MVCAC-Mtg 12-6	12/01/2022		Per Diem @ MVCAC Mtg 12/6-12/7/2022	5215 · Conferences / Workshops Staff	172.50
TOTAL					172.50
22316	12/01/2022	Charles P. Hansen	Retiree Health Insurance Reimb-Dec '22	1015 · Checking -Union Bank - GF x9757	-553.03

San Mateo County Mosquito & Vector Control District
Check Detail

December 2022

GF-Dec 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
12012022	12/01/2022		Retiree Health Insurance Reimb-Dec '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
22317	12/01/2022	Dennis J Jewell	Retiree Health Insurance Reimb-Dec '22	1015 · Checking -Union Bank - GF x9757	-553.03
12012022	12/01/2022		Retiree Health Insurance Reimb-Dec '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
22318	12/01/2022	Flyers Energy, LLC	Account 700895	1015 · Checking -Union Bank - GF x9757	-1,861.36
CFS-3225885	11/15/2022		Fuels 11/01/2022-11/15/2022	5735 · Fuel	1,861.36
TOTAL					1,861.36
22319	12/01/2022	Fusion, LLC	Customer No. 3789973	1015 · Checking -Union Bank - GF x9757	-527.35
9600291	11/17/2022		Phone System Dec-2022	5570 · Phone - VOIP - Fusion/MegaPath	527.35
TOTAL					527.35
22320	12/01/2022	Government Finance Officers Assoc	Notice #2308318; Membership #300208318	1015 · Checking -Union Bank - GF x9757	-160.00
2308318	11/30/2022		Membership renewal 2/1/23-1/31/24 (Richard Arrow)	5330 · Memberships & Subscriptions	160.00
TOTAL					160.00
22321	12/01/2022	Great-West Life & Annuity Co	Group No. 98368	1015 · Checking -Union Bank - GF x9757	-5,312.69
11192022	11/19/2022		Employee Deferred Comp PPE 11/19/2022	5185 · Actives - Deferred Compensation	5,312.69
TOTAL					5,312.69
22322	12/01/2022	Jarvis Fay LLP	Invoice 17055	1015 · Checking -Union Bank - GF x9757	-2,422.50
17055	10/31/2022		Board Matters (7.2 hrs) - Legal Services thru Oct-2022	5350 · Legal Services	2,052.00
			District Mgr Evaluation (1.3 hrs)	5350 · Legal Services	370.50
TOTAL					2,422.50
22323	12/01/2022	Leading Edge Associates, Inc.	Invoice #1797	1015 · Checking -Union Bank - GF x9757	-1,659.75

San Mateo County Mosquito & Vector Control District
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Num	Date	Name	Memo	Account	Original Amount
1797	10/14/2022		PV Aerial Application Services (GranularPV35x)	5715 · Helicopter	1,659.75
TOTAL					1,659.75
22324	12/01/2022	Life Technologies Corporation	Invoice #82224596	1015 · Checking -Union Bank - GF x9757	-51.86
82224596	11/09/2022		PCR supplies restocking (P.O.#02706-1843)	5845 · Lab PCR Supplies	51.86
TOTAL					51.86
22325	12/01/2022	Napa Auto Parts		1015 · Checking -Union Bank - GF x9757	-544.94
147575	11/15/2022		Batteries for trucks (2)	5620 · Auto, Hotsy, Plug, Boat, Traile	526.18
148232	11/29/2022		Antifreeze for fleet maintenance	5620 · Auto, Hotsy, Plug, Boat, Traile	18.76
TOTAL					544.94
22326	12/01/2022	Pitney Bowes Global Financial Service	0076-7976-00-4	1015 · Checking -Union Bank - GF x9757	-209.35
3105826098	11/27/2022		Postage meter rental 10/01/22-12/31/22	5380 · Copier and postage	209.35
TOTAL					209.35
22327	12/01/2022	Public Agency Retirement Services (P	Customer #SAN400	1015 · Checking -Union Bank - GF x9757	-312.12
51846	11/11/2022		PARS Alternate Retirement System Fees PE 09/30/2022	5325 · HR & Finance Consultant	312.12
TOTAL					312.12
22328	12/01/2022	Quench USA, Inc.	A/C #D322868	1015 · Checking -Union Bank - GF x9757	-205.00
INV04525646	12/01/2022		Water Dispenser Rental - Dec 2022	5335 · Office Expense	205.00
TOTAL					205.00
22329	12/01/2022	San Mateo County Retirement Assoc. SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-21,732.41
11192022	11/19/2022		Employee Contribution Pay Period 11/06/2022-11/19/2022	5115 · Retirement - Employee Contribut	9,378.97
			Employer Contribution Pay Period 11/06/2022-11/19/2022	5110 · Retirement - Employer Contribut	12,353.44
TOTAL					21,732.41

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Num	Date	Name	Memo	Account	Original Amount
22330	12/01/2022	Standard Insurance Company	142979	1015 · Checking -Union Bank - GF x9757	-1,371.58
	142979-0001 Nov. 11/18/2022		Long term disability due 12/01/2022	5165 · Long Term Disability - Standard	1,371.58
TOTAL					1,371.58
22331	12/01/2022	Streamline	Invoice No: 112D6F75-0022	1015 · Checking -Union Bank - GF x9757	-370.00
	112D6F75-0022 12/01/2022		Streamline Web 12/01/2022-01/1/2023	5475 · Website Hosting / Microsoft	370.00
TOTAL					370.00
22332	12/01/2022	U.S. Bank PARS Account # 674602240	Agency Name: San Mateo County Mosquito & Vector Control District	1015 · Checking -Union Bank - GF x9757	-572.18
	6746022400-P11- 11/19/2022		Alternate Retirement System for Richard Arrow PPE 11/19/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
22333	12/14/2022	Aim To Please Janitorial Services	Invoice #54 - Oct 2022	1015 · Checking -Union Bank - GF x9757	-1,633.25
	55 11/30/2022		1351 Rollins Janitorial Services-Nov 2022	5340 · Janitorial/Household Expense	1,200.00
			1415 N Carolan Janitorial Services	5340 · Janitorial/Household Expense	325.00
			1415 N Carolan Restroom Cleaning	5340 · Janitorial/Household Expense	108.25
TOTAL					1,633.25
22334	12/14/2022	Airgas Dry Ice	4317638	1015 · Checking -Union Bank - GF x9757	-248.70
	9132821541 12/06/2022		Dry Ice (200 lbs)	5820 · Dry Ice	248.70
TOTAL					248.70
22335	12/14/2022	Angela Nakano	Hotel Reimb @ MVCAC Mtg 12/6-12/7/2022	1015 · Checking -Union Bank - GF x9757	-186.26
	MVCAC-Hotel Rei 12/07/2022		Hotel Reimb @ MVCAC Mtg 12/6-12/7/2022	5215 · Conferences / Workshops Staff	247.76
			Less Overpaid from Per Diem Payment	5215 · Conferences / Workshops Staff	-61.50
TOTAL					186.26
22336	12/14/2022	Cintas Corporation #0156	Customer #11322412	1015 · Checking -Union Bank - GF x9757	-64.17

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Num	Date	Name	Memo	Account	Original Amount
5135738103	12/06/2022		First Aid-Kit refill (2)	5720 · Safety Equipment	64.17
TOTAL					64.17
22337	12/14/2022	Cintas Corporation #464	Payer #15914933	1015 · Checking -Union Bank - GF x9757	-719.52
15914933 Nov-20	11/30/2022		Uniform Services 11/02/22 Inv #4136140401	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 11/09/22 Inv #4136835135	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 11/16/22 Inv #4137569414	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 11/22/22 Inv #4138233585	5725 · Apparel - Uniforms & Boots	124.42
			Uniform Services 11/30/22 Inv #4138907792	5725 · Apparel - Uniforms & Boots	130.01
TOTAL					719.52
22338	12/14/2022	Comcast	A/C #8155200280283815	1015 · Checking -Union Bank - GF x9757	-164.33
81552002802838	12/03/2022		Business Internet 12/08/22-01/07/23 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	164.33
TOTAL					164.33
22339	12/14/2022	Eco Medical Inc.	Invoice #15516	1015 · Checking -Union Bank - GF x9757	-109.20
15516	11/30/2022		28 Gal. Bio-waste container pick-up - Nov 2022	5830 · Lab Biowaste Disposal	104.00
			Temporary Fuel Charge 5%	5830 · Lab Biowaste Disposal	5.20
TOTAL					109.20
22340	12/14/2022	FDAC EBA	51 - SMCMVCD Billing Period Jan-2023	1015 · Checking -Union Bank - GF x9757	-33,175.38
FDAC0123-SMCM	12/08/2022		Medical Insurance for Jan-2023	5125 · Actives - Medical Insurance	30,107.88
			Dental Insurance	5135 · Actives - Dental Insurance	2,520.45
			Vision	5145 · Actives - Vision Insurance	442.55
			Hartford Group Life	5150 · Group Life Insurance	104.50
TOTAL					33,175.38
22341	12/14/2022	Flyers Energy, LLC	Account 700895	1015 · Checking -Union Bank - GF x9757	-2,080.63
CFS-3237882	11/30/2022		Fuels 11/16/2022-11/30/2022	5735 · Fuel	2,080.63

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Num	Date	Name	Memo	Account	Original Amount
TOTAL					2,080.63
22342	12/14/2022	Great-West Life & Annuity Co	Group No. 98368	1015 · Checking -Union Bank - GF x9757	-5,312.69
12032022	12/03/2022		Employee Deferred Comp PPE 12/03/2022	5185 · Actives - Deferred Compensation	5,312.69
TOTAL					5,312.69
22343	12/14/2022	Kone Inc.	Customer #N191941	1015 · Checking -Union Bank - GF x9757	-1,791.57
962386511	12/01/2022		Elevator Maintenance 12/01/2021-02/28/2023	5505 · Facility - Repairs & Maint	1,497.18
			Emergency Monitoring & Wireless Service	5505 · Facility - Repairs & Maint	294.39
TOTAL					1,791.57
22344	12/14/2022	Lampire Biological Laboratories, Inc.	A/C # SANMAT	1015 · Checking -Union Bank - GF x9757	-316.00
456945	12/06/2022		Chicken Blood (PO# 02076-1779)	5815 · Mosquito Blood	316.00
TOTAL					316.00
22345	12/14/2022	MidAmerica-AUL Health Benefit Trust San Mateo County Mosquito		1015 · Checking -Union Bank - GF x9757	-4,500.00
Jan-Dec'23 HRA I	12/13/2022		Retirees HRA Drug Reimb (Jan-Dec 2023)	5155 · Retirees - HRA & Prescrip Reimb	4,500.00
TOTAL					4,500.00
22346	12/14/2022	MidAmerica-AUL Health Benefit Trust San Mateo County Mosquito		1015 · Checking -Union Bank - GF x9757	-8,375.64
Jan-Jun'23-HRA M	12/13/2022		Retiree HRA Medical Premium Reimb (Jan-Jun 2023)	5160 · Retirees - HRA & Medical Reimb	8,375.64
TOTAL					8,375.64
22347	12/14/2022	Orange County Mosquito & Vector Control		1015 · Checking -Union Bank - GF x9757	-195.00
12-SMC1222	12/06/2022		Hard copy books-Grandmother Mosquito (Qty: 15)	5920 · Promotion & Printing	195.00
TOTAL					195.00
22348	12/14/2022	Pacific Office Automation	Customer #446374	1015 · Checking -Union Bank - GF x9757	-271.14

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Num	Date	Name	Memo	Account	Original Amount
781287	12/05/2022		Maintenance for 1 Color & 2 Blk/Wht Copiers 12/02/22-01/02/23	5380 · Copier and postage	271.14
TOTAL					271.14
22349	12/14/2022	PG&E		1015 · Checking -Union Bank - GF x9757	-2,762.04
5594119880-0 No	11/28/2022		PGE Elec & Gas for 1415 N Carolan 10/27/22-11/28/2022	5560 · Gas & Electricity - PG&E	755.54
5584709654-6 No	11/28/2022		1351 Rollins Site 10/27/2022-11/28/2022	5560 · Gas & Electricity - PG&E	2,006.50
TOTAL					2,762.04
22350	12/14/2022	Recology San Mateo County	A/C #731001072	1015 · Checking -Union Bank - GF x9757	-456.00
47896584	11/29/2022		Garbage Service - Nov 2022	5340 · Janitorial/Household Expense	456.00
TOTAL					456.00
22351	12/14/2022	RMT Landscape Contractors, Inc.	Customer #M332	1015 · Checking -Union Bank - GF x9757	-790.00
20221235	12/10/2022		Landscape Maintenance Dec-2022 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	495.00
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	295.00
TOTAL					790.00
22352	12/14/2022	San Mateo County Retirement Assoc. SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-21,732.42
12032022	12/03/2022		Employee Contribution Pay Period 11/20/2022-12/03/2022	5115 · Retirement - Employee Contribut	9,378.97
			Employer Contribution Pay Period 11/20/2022-12/03/2022	5110 · Retirement - Employer Contribut	12,353.45
TOTAL					21,732.42
22353	12/14/2022	San Mateo Lockworks Inc	Invoice #146002	1015 · Checking -Union Bank - GF x9757	-3,992.21
146002	12/06/2022		Front door panic bar replacement (PO#02706-1848)	5505 · Facility - Repairs & Maint	3,992.21
TOTAL					3,992.21
22354	12/14/2022	Spark Creative Design		1015 · Checking -Union Bank - GF x9757	-1,565.12
2684	12/06/2022		Tick Yard Survey EDDM Postcards (Qty: 932)	5920 · Promotion & Printing	740.12
2673	12/06/2022		Edits and Designs for Printed District Services	5920 · Promotion & Printing	825.00

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TOTAL					1,565.12
22355	12/14/2022	State Water Resources Control Board Facility ID: 2 41AP00018		1015 · Checking -Union Bank - GF x9757	-3,274.00
WD-0213020	12/08/2022		SWRCB Annual Permit Fee	5360 · Permits	3,274.00
TOTAL					3,274.00
22356	12/14/2022	Theresa Shelton	Dental reimbursement for self	1015 · Checking -Union Bank - GF x9757	-94.00
DentalReimb12-6-	12/06/2022		Dental reimbursement for self	5140 · Actives - Dental Reimbursement	94.00
TOTAL					94.00
22357	12/14/2022	U.S. Bank PARS Account # 674602240	Agency Name: San Mateo County Mosquito & Vector Control District	1015 · Checking -Union Bank - GF x9757	-572.18
6746022400-P12-	12/03/2022		Alternate Retirement System for Richard Arrow PPE 12/03/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
22358	12/14/2022	Verizon	A/C #271667168-00001	1015 · Checking -Union Bank - GF x9757	-1,666.35
9921517011	11/26/2022		Services for period 10/27-11/26/22 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,666.35
TOTAL					1,666.35
22359	12/14/2022	U.S. Bank	4246-0445-5564-6391	1015 · Checking -Union Bank - GF x9757	-12,352.57
11222022	11/22/2022		District Credit Card Payment	1040 · US Bank Purchase Card	12,352.57
TOTAL					12,352.57
22360	12/29/2022	Great-West Life & Annuity Co	Group No. 98368	1015 · Checking -Union Bank - GF x9757	-5,312.69
12172022	12/17/2022		Employee Deferred Comp PPE 12/17/2022	5185 · Actives - Deferred Compensation	5,312.69
TOTAL					5,312.69
22361	12/29/2022	San Mateo County Retirement Assoc. SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-21,732.41
12172022	12/17/2022		Employee Contribution Pay Period 12/04/2022-12/17/2022	5115 · Retirement - Employee Contribut	9,378.97

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Employer Contribution Pay Period 12/04/2022-12/17/2022	5110 · Retirement - Employer Contribut	12,353.44
TOTAL					21,732.41
22362	12/29/2022	U.S. Bank PARS Account # 67460224(Agency Name: San Mateo County Mosquito & Vector Control District 		1015 · Checking -Union Bank - GF x9757	-572.18
6746022400-P12-	12/17/2022		Alternate Retirement System for Richard Arrow PPE 12/17/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
22363	12/29/2022	Angelle Desiree LaBeaud	May, Jul & Sep '22 Board Meeting Exp Reimb	1015 · Checking -Union Bank - GF x9757	-300.00
May,July,Sep'22R	12/28/2022		May, Jul & Sep '22 Board Meeting Exp Reimb	5305 · Board Meeting Expenses	300.00
TOTAL					300.00
22364	12/29/2022	Irena Gilligan	Jul, Sep, Nov & Dec '22 Board Meeting Exp Reimb	1015 · Checking -Union Bank - GF x9757	-400.00
Jul,Sep,Nov,Dec'2	12/28/2022		Jul, Sep, Nov & Dec '22 Board Meeting Exp Reimb	5305 · Board Meeting Expenses	400.00
TOTAL					400.00
22365	12/29/2022	Mason Brutschy	Jul & Sept thru Dec 2022 Board Meeting Exp Reimbursement	1015 · Checking -Union Bank - GF x9757	-500.00
Jul-Dec2022 Exp	12/15/2022		Jul & Sept thru Dec 2022 Board Meeting Exp Reimbursement	5305 · Board Meeting Expenses	500.00
TOTAL					500.00
22366	12/29/2022	Michael D. Yoshida	Jul & Sept thru Dec 2022 Board Meeting Exp Reimbursement	1015 · Checking -Union Bank - GF x9757	-500.00
Jul-Dec'22 Reimb	12/16/2022		Jul & Sept thru Dec 2022 Board Meeting Exp Reimbursement	5305 · Board Meeting Expenses	500.00
TOTAL					500.00
22367	12/29/2022	American Fidelity Assurance	Payor: 56840	1015 · Checking -Union Bank - GF x9757	-457.98
D536806	12/20/2022		Life/Acc/Cancer EE Insurance for Dec-2022	5170 · Actives - Other Benefits	457.98
TOTAL					457.98
22368	12/29/2022	Badawi & Associates	Invoice #1343	1015 · Checking -Union Bank - GF x9757	-2,211.00

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1343	12/21/2022		FY21-22 Audit (Final Pymt-10% of Contract \$21,110)	5375 · Audit	2,211.00
TOTAL					2,211.00
22369	12/29/2022	Bay Alarm	A/C #4676626; Inv# 20183091	1015 · Checking -Union Bank - GF x9757	-614.25
20183091	12/15/2022		Security Alarm Monitoring 01/01/23-03/31/23 (1351 Rollins Rd)	5385 · Security and fire alarm	614.25
TOTAL					614.25
22370	12/29/2022	Bio-Rad Laboratories, Inc.	Customer No. 1079510	1015 · Checking -Union Bank - GF x9757	-2,229.62
0905937898	11/09/2022		PCR supplies	5845 · Lab PCR Supplies	2,229.62
TOTAL					2,229.62
22371	12/29/2022	Black Mountain Properties, LLC	Acct. t0000505 San Mateo County-1323 Rollins Rd., Burlingame	1015 · Checking -Union Bank - GF x9757	-11,239.03
Jan-23 Rent/CAM	12/15/2022		Jan-2023 Rent-1323 Rollins Rd., Burlingame,CA	5399 · Facility Lease	7,944.00
			Est CAM	5399 · Facility Lease	3,232.00
			PG&E 10/27-11/28/2022	5399 · Facility Lease	63.03
TOTAL					11,239.03
22372	12/29/2022	Browneinc		1015 · Checking -Union Bank - GF x9757	-950.00
1657	12/19/2022		Website assessment to improve functionality	5475 · Website Hosting / Microsoft	950.00
TOTAL					950.00
22373	12/29/2022	Castaway Creative LLC	Invoice # 4109	1015 · Checking -Union Bank - GF x9757	-340.00
4109	12/16/2022		30 Second TV Spanish District Ad	5920 · Promotion & Printing	340.00
TOTAL					340.00
22374	12/29/2022	Colorprint		1015 · Checking -Union Bank - GF x9757	-1,498.02
32258	12/07/2022		Door hangers-SM Ticks Hanger (Qty 500)	5910 · Media and Network	439.73
32314	12/08/2022		Door hangers-SM Ticks Hanger (Qty 500)	5910 · Media and Network	439.73
32320	12/08/2022		Rack cards-Insect Repellant (Qty 500)	5910 · Media and Network	172.25

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
32316	12/14/2022		Door hangers-Inspection notice (Qty 500)	5910 · Media and Network	446.31
TOTAL					1,498.02
22375	12/29/2022	Comcast	A/C #8155200280658818	1015 · Checking -Union Bank - GF x9757	-174.28
81552002806588	12/15/2022		Business Internet 12/20/22-01/19/23 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	174.28
TOTAL					174.28
22376	12/29/2022	Flowers Electric & Service Co., Inc.	Customer #1798	1015 · Checking -Union Bank - GF x9757	-326.10
22212026	12/16/2022		Install wiring for tire mounting machine	5615 · Garage Repairs Outside	326.10
TOTAL					326.10
22377	12/29/2022	Flyers Energy, LLC	Account 700895	1015 · Checking -Union Bank - GF x9757	-1,667.64
CFS-3259035	12/15/2022		Fuels 12/01/2022-12/15/2022	5735 · Fuel	1,667.64
TOTAL					1,667.64
22378	12/29/2022	Fusion, LLC	Customer No. 3789973	1015 · Checking -Union Bank - GF x9757	-527.35
9615162	12/16/2022		Phone System Jan-2023	5570 · Phone - VOIP - Fusion/MegaPath	527.35
TOTAL					527.35
22379	12/29/2022	Grainger	809934680	1015 · Checking -Union Bank - GF x9757	-1,295.27
7106280410	12/05/2022		Fleet & airboat repair supplies	5620 · Auto, Hotsy, Plug, Boat, Traile	39.08
			Sprayer fittings	5630 · Ops Equipment & Repairs	157.24
			Safety supplies for board room meetings	5720 · Safety Equipment	105.92
			Ant killer for indoor premises	5335 · Office Expense	11.76
			Man cage for forklift	5505 · Facility - Repairs & Maint	981.27
TOTAL					1,295.27
22380	12/29/2022	Jarvis Fay LLP	Invoice 17152	1015 · Checking -Union Bank - GF x9757	-826.50
17152	11/30/2022		Board Matters (2.9 hrs) - Legal Services thru Nov-2022	5350 · Legal Services	826.50

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Num	Date	Name	Memo	Account	Original Amount
TOTAL					826.50
22381	12/29/2022	Nuestra Casa de East Palo Alto	Invoice #01	1015 · Checking -Union Bank - GF x9757	-80.00
01	12/14/2022		Reimb mileage-CASPER Survey in East Palo Alto	5910 · Media and Network	80.00
TOTAL					80.00
22382	12/29/2022	ODP Business Solutions, LLC	A/C #36568593	1015 · Checking -Union Bank - GF x9757	-356.09
24675212	12/19/2022		Walll calendars and office supply	5335 · Office Expense	356.09
TOTAL					356.09
22383	12/29/2022	Pedersen and Arnold	SM County Mosquito & Vector Control	1015 · Checking -Union Bank - GF x9757	-3,226.50
	12/21/2022		Wall cabinet for lab environ chamber room	5505 · Facility - Repairs & Maint	3,226.50
TOTAL					3,226.50
22384	12/29/2022	Public Agency Retirement Services (P Customer #SAN400		1015 · Checking -Union Bank - GF x9757	-312.12
52056	12/08/2022		PARS Alternate Retirement System Fees PE 10/31/2022	5325 · HR & Finance Consultant	312.12
TOTAL					312.12
22385	12/29/2022	Redwood Trading Post	Customer ID CU00001000007751	1015 · Checking -Union Bank - GF x9757	-137.32
1000272212	12/08/2022		Bogs for Vanessa Hernandez	5725 · Apparel - Uniforms & Boots	137.32
TOTAL					137.32
22386	12/29/2022	Standard Insurance Company	142979	1015 · Checking -Union Bank - GF x9757	-1,458.77
142979-0001 Dec	12/19/2022		Long term disability due 01/01/2023	5165 · Long Term Disability - Standard	1,458.77
TOTAL					1,458.77
22387	12/29/2022	United States Treasury	EIN 94-6004102; Form 720, Tax Period: 6/30/2022	1015 · Checking -Union Bank - GF x9757	-10.15
Notice CP161 For	12/19/2022		EIN 94-6004102; Form 720, Tax Period: 6/30/2022	5130 · Actives - HRA Health Reimb Acct	10.15

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					10.15
				CHECK TOTAL	<u>210,984.53</u>

Note: Previous month's check numbers were 22252-22310. Current month's check numbers are 22311-22387 (77 checks).

San Mateo County Mosquito & Vector Control District
Check Detail

CPF-Dec 2022

December 2022

Num	Date	Name	Memo	Account	Original Amount
1097	12/14/2022	Enterprise FM Trust	Customer No. 458563	1025 · Checking -Union Bank -CPF x6913	-3,588.49
FBN4616625	12/03/2022		22NCN8-2018 NISS Frontier- Dec 2022	6030 · Vehicle Leases	298.49
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	298.49
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MVV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MVV3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	467.99
TOTAL					3,588.49
				CHECK TOTAL	3,588.49

Note: Previous month's check numbers were 1095-1096. Current month's check number is 1097 (1 check).

**San Mateo County Mosquito & Vector Control District
Credit Card Transaction Detail by Account**

Dec 2022

December 2022

Type	Date	Name	Memo	Split	Amount
1040 · US Bank Purchase Card					
1045 · US Bank Visa Brian x2315					
Credit Card Charge	11/28/2022	Alpine Awards	New trustee name plates	5305 · Board Meeting Expenses	80.57
Credit Card Charge	12/13/2022	Misc-Admin	A1 Rental Center-heater for trustee field day in fish rm	5305 · Board Meeting Expenses	198.00
Credit Card Charge	12/15/2022	Costco	Table covers for the District	5335 · Office Expense	7.21
Credit Card Charge	12/16/2022	Safeway Store	Items for the District's holiday lunch 12/16/22	5335 · Office Expense	29.62
Total 1045 · US Bank Visa Brian x2315					315.40
1050 · US Bank Visa Admin x5992					
Credit Card Charge	11/22/2022	Argo Adventure	Valve cover gaskets and spark plugs for 3 argos	5620 · Auto, Hotsy, Plug, Boat, Traile	62.62
Credit Card Charge	11/22/2022	Misc-Lab	Fire Supply Depot - earthquake straps for lab equipment	5825 · Lab Supplies	20.20
Credit Card Charge	11/29/2022	MISAC	MISAC membership	5330 · Memberships & Subscriptions	130.00
Credit Card Charge	12/01/2022	Mosyle Business	Premium license	5465 · Computer Software	30.00
Credit Card Charge	12/01/2022	American Mosquito Control Associ	Annual meeting registration for Rachel 2/27-3/3/23	5215 · Conferences / Workshops Staff	485.00
Credit Card Charge	12/02/2022	Misc-Admin	Grand Sierra-1st night for Rachel AMCA mtg 2/27-3/3/23	5215 · Conferences / Workshops Staff	141.25
Credit Card Charge	12/03/2022	Misc- Ops	Etrailer.com - service truck beacon light mount	5620 · Auto, Hotsy, Plug, Boat, Traile	37.80
Credit Card Charge	12/03/2022	Misc- Ops	Fresh Water Systems-Funnel to load dry material into drone	5630 · Ops Equipment & Repairs	32.36
Credit Card Charge	12/05/2022	Lands End Business Outfitters	Clothing with District branding for staff	5725 · Apparel - Uniforms & Boots	639.44
Credit Card Charge	12/06/2022	Misc- Outreach	Qualtrics - Survey and data gathering	5910 · Media and Network	360.00
Credit Card Charge	12/06/2022	Summit Racing Equipment	Tools for airboat engine maintenance	5620 · Auto, Hotsy, Plug, Boat, Traile	162.71
Credit Card Charge	12/06/2022	West Marine Pro	Repair supplies to patch 18' klamath	5620 · Auto, Hotsy, Plug, Boat, Traile	29.38
Credit Card Charge	12/06/2022	Best Buy	43" HD monitor for drone trailer	5630 · Ops Equipment & Repairs	279.43
Credit Card Charge	12/07/2022	Target	Storage for public outreach materials	5910 · Media and Network	46.34
Credit Card Charge	12/08/2022	Home Depot	Tarp to cover chicken coop at San Mateo	5810 · Sentinel Chicken Flocks/Supply	50.41
Credit Card Charge	12/08/2022	Costco	Misc office supplies	5335 · Office Expense	202.59
			Misc janitorial/paper supplies	5340 · Janitorial/Household Expense	407.68
			Misc board meeting supplies	5305 · Board Meeting Expenses	134.29
Credit Card Charge	12/13/2022	Smartnfinal	Table cloths and chafing fuel for Trustee Field Day	5305 · Board Meeting Expenses	38.73
Credit Card Charge	12/13/2022	Misc- Ops	Dmaxstore-Transmission service pkg for Diesel truck #11	5620 · Auto, Hotsy, Plug, Boat, Traile	128.38
Credit Card Charge	12/13/2022	FasTrak	Bridge Toll fees	5215 · Conferences / Workshops Staff	25.00
Credit Card Charge	12/14/2022	Misc-Admin	The Ravioli House - Food for Trustee field day	5305 · Board Meeting Expenses	400.00
Credit Card Charge	12/14/2022	Misc- Outreach	Epsom Framing - custom picture frames for vector art	5910 · Media and Network	295.99
Credit Card Charge	12/14/2022	Misc-Admin	Ike's Sandwiches - Lunch for trustee field day	5305 · Board Meeting Expenses	232.90
Credit Card Charge	12/14/2022	Safeway Store	Misc. items for trustee field day	5305 · Board Meeting Expenses	42.61
Credit Card Charge	12/14/2022	Misc- Ops	TpTools.com - compressed air line wall mount for tire shop	5610 · Garage Tools	23.90
Credit Card Charge	12/15/2022	Home Depot	Plumbing tools for shop	5610 · Garage Tools	39.90
Credit Card Charge	12/16/2022	Misc-Admin	Noodle Shop - Staff apprec holiday lunch	5335 · Office Expense	425.00

**San Mateo County Mosquito & Vector Control District
Credit Card Transaction Detail by Account**

Dec 2022

December 2022

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Credit Card Charge	12/19/2022	Home Depot	Plumbing/copper pipe soldering tools for shop	5610 · Garage Tools	96.65
Total 1050 · US Bank Visa Admin x5992					<u>5,000.56</u>
TOTAL 1040 · US Bank Purchase Card					<u><u>5,315.96</u></u>



P.O. BOX 6343
FARGO ND 58125-6343



000000889 01 SP 0.570 106481627177865 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 12-22-2022
AMOUNT DUE \$5,315.96
NEW BALANCE \$5,315.96
PAYMENT DUE ON RECEIPT

Dec
2022

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

[REDACTED] 000531596 000531596

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
SMCMAD 4246 0445 5564 6391	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Cash Payment Charges	- Credits	- Payments	New - Balance
Company Total	\$22,522.59	\$5,315.96	\$0.00	\$0.00	\$0.00	\$0.00	\$22,522.59	\$5,315.96

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
					\$22,522.59 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-28	11-23	74798262332000000000329	PAYMENT - THANK YOU 00000 C		10,170.02 PY
12-19	12-18	74798262353000000000992	PAYMENT - THANK YOU 00000 C		12,352.57 PY

NEW ACTIVITY					
SMCMVCD ADMIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$5,000.66	\$0.00	\$5,000.66
Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-23	11-22	24780622327470000265845	ARGO ADVENTURE 605-7752917 SD		62.62
11-30	11-29	24492152333717100602466	FIRE SUPPLY DEPOT 187-734-7347 AZ		20.20
12-01	11-29	24707802334030041058784	MISAC 714-738-5309 CA		130.00
12-02	12-01	24492162335000047711519	MOSYLE BUS* MOSYLE_BUS HTTPSBUSINESS FL		30.00

CUSTOMER SERVICE CALL		ACCOUNT NUMBER		ACCOUNT SUMMARY	
800-344-5696		[REDACTED]		PREVIOUS BALANCE	22,522.59
		STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	5,315.96
		12/22/22	.00	CASH ADVANCES	.00
				CASH ADVANCE FEES	.00
				LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335		AMOUNT DUE		CREDITS	.00
		5,315.96		PAYMENTS	22,522.59
				ACCOUNT BALANCE	5,315.96

Dec
2022



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 12-22-2022

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
12-05	12-03	24492152337743629972004	ETRAILER CORPORATION 636-887-9300 MO	37.80	
12-05	12-03	24492162337000007783563	SP FRESHWATER SYSTEMS HTTPSFWS.CO.MY SC	32.36	
12-05	12-01	24707802336030047514481	AMERICAN MOSQUITO CONTROL 888-628-0630 CA	485.00	
12-05	12-02	24794872338900019275540	GRAND SIERRA ADV DEP RENO NV 448953754013 ARRIVAL: 02-27-23	141.25	
12-06	12-05	24138292340084028497056	LANDS END BUS OUTFITTERS 800-332-4700 WI	583.64	
12-07	12-06	24011342341000004142379	QUALTRICS HTTPSWWWW.QUAL UT	360.00	
12-07	12-06	24445002340300509922854	SUMMIT RACING MAIL ORDER 800-230-3030 OH	162.71	
12-08	12-07	24431062341083050887531	TARGET.COM * 800-591-3869 MN	46.34	
12-08	12-06	24692162341102979389173	WEST MARINE #1263 SAN CARLOS CA	29.38	
12-08	12-08	24399002342603647041040	BESTBUY.COM806716318493 888BESTBUY MN	279.43	
12-12	12-10	24138292344084028000112	LANDS END BUS OUTFITTERS 800-332-4700 WI	55.80	
12-12	12-08	24943012343010188796353	THE HOME DEPOT #0632 SAN MATEO CA	50.41	
12-13	12-12	24692162346107252840761	COSTCO DELIVERY 654 800-788-9968 CA	744.58	
12-14	12-13	24231682348837000052896	SMART AND FINAL 453 SAN MATEO CA	38.73	
12-14	12-13	24270742347900014367596	DURAMAX STORE INC 877-4693629 CA	129.38	
12-14	12-13	24431062347081485568449	FASTRAK CSC 415-486-8655 CA	25.00	
12-15	12-14	24049552348900018908090	THE RAVIOLI HOUSE 505 S B STREE CA	400.00	
12-15	12-14	24231682349091170000041	EPSOM PICTURE FRAMING BURLINGAME CA	295.99	
12-15	12-14	24445002349000882446528	CKE"IKE S - BURLINGA 1400 BURLINGAME CA	232.90	
12-16	12-14	24231682349837000942335	SAFEWAY #1547 BURLINGAME CA	42.61	
12-19	12-16	242753923500020874735924	TP TOOLS & EQUIPMENT 330-5333384 OH	23.90	
12-19	12-16	24765182352030045995406	THE NOODLE SHOP SAN MATEO CA	425.00	
12-19	12-15	24943012350010187702048	THE HOME DEPOT #0632 SAN MATEO CA	39.90	
12-21	12-19	24943012354010185836315	THE HOME DEPOT #0632 SAN MATEO CA	84.77	
12-22	12-20	24943012355010184663313	HOMEDEPOT.COM 800-430-3376 GA	11.88	
BRIAN WEBER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$315.40	\$0.00	\$315.40
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-29	11-28	24275392332900011000014	ALPINE AWARDS 510-4293838 CA	80.57	
12-14	12-13	24011332347900015900159	A-1 RENTAL CENTER REDWOOD CITY CA	198.00	
12-16	12-15	24943002350899000064435	COSTCO WHSE #0147 FOSTER CITY CA	7.21	
12-19	12-16	24231682351837001137021	SAFEWAY #2878 MILLBRAE CA	29.62	

Department: 0000 Total:
Division: 0000 Total:

\$5,315.98
\$5,315.98

Agenda Item 7C

BOARD COMMITTEE REPORTS

SUBJECT: Policy Committee

The Policy Committee Chair is Trustee Robert Riechel. Members include Trustees Kat Lion, Ed Degliantoni, Kati Martin, Carolyn Parker, Donna Rutherford, and Laura Walsh.

The committee met on January 19, 2023, at 3:00 pm, discussed two items, and tabled one. Trustees Robert Riechel, Kat Lion, Kati Martin, Carolyn Parker, Donna Rutherford, and Laura Walsh were present. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information Services Director Matthew Nienhuis, and Operations Director Casey Stevenson.

The committee reviewed Draft **District Policy 4000 District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)**. See the policy attached as item 7C.1. Staff reported that in 2022, the District received authorization from the Federal Aviation Agency (FAA) and the California Department of Pesticide Regulations (DPR) to use Unmanned Aerial Systems (UAS) to conduct mosquito control applications. With increased UAS use imminent, staff developed this administrative policy to ensure safe, transparent, and responsible UAS use within vector control operations.

The policy intends to promote responsible UAS use by District staff and publicly address privacy concerns. The policy was drafted using guidelines from the National Telecommunications Information Administration (NTIA) Voluntary Best Practices for UAS Privacy, Transparency, and Accountability. **District Policy 4000 District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS) was approved by District Counsel.**

COMMITTEE RECOMMENDATION

Approve **District Policy 4000 District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)**

As directed by the Board of Trustees, the Policy Committee reviewed options for in-person public meetings, including the associated cost, location options, staff time requirements, and safety precautions. Based on the information presented, the Committee is recommending that in-

person meetings be held at District Headquarters. Attendance recommendations can be seen attached as **item 7C.2 SMCMVCD Internal Boardroom Policy**.

The Committee recommends that the Board provide feedback at the February Board meeting and take formal action on this internal policy.

COMMITTEE RECOMMENDATION

Approve the San Mateo County Mosquito and Vector Control District Internal Boardroom Policy

REFERENCE MATERIALS INCLUDED

1. Draft Policy 4000 District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)
2. San Mateo County Mosquito and Vector Control District Draft Internal Boardroom Policy



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

POLICIES AND PROCEDURES

TITLE: District Privacy Policy regarding Use of Unmanned Aerial Systems (UAS)

NUMBER: 4000

4000.10 This policy establishes guidelines on the use of unmanned aerial systems (UAS) by the San Mateo County Mosquito and Vector Control District (“District”) with respect to privacy concerns. The District is committed to using this technology responsibly, ethically, and respectfully. As a result, the District has adopted this Policy to promote privacy, transparency, and accountability to the residents of San Mateo County.

4000.101 This policy shall govern the District's use of UAS. The District intends to utilize this technology to aid surveillance and control operations while ensuring that all UAS use is focused on safety and respect for individual privacy while reducing the District’s environmental footprint.

4000.102 The District will monitor and comply with all laws (Federal, State, & County) and regulations applicable to UAS. As laws and regulations evolve and UAS technology improves, the District will review this policy and update it as needed.

4000.20 The District shall only use UAS in a manner consistent and applicable to vector surveillance and control methods in San Mateo County and consistent with the District’s Integrated Mosquito and Vector Control Program. The District prohibits using a UAS to collect information on individuals or private property except when statutorily required.

4000.30 The District adopts the following guidelines for operating UAS and collecting and storing data:

4000.31 In the absence of a compelling need to do otherwise, or consent of the data subjects, the District will refrain from collecting covered data¹ when the District knows

¹ “Covered data” means information collected by a UAS that identifies a particular person. If data collected by UAS likely will not be linked to an individual’s name or other personally identifiable information, or if the data is altered so that a specific person is not recognizable, it is not covered data.

the data has a reasonable expectation of privacy.

4000.32 The District will make a reasonable effort to avoid knowingly retaining covered data longer than reasonably necessary to fulfill its statutorily required purpose.

4000.33 If publicly disclosing covered data is not necessary to fulfill the purpose for which the UAS is used, the District will endeavor to avoid knowingly publicly disclosing data collected via UAS until the operator has undertaken a reasonable effort to obfuscate or de-identify covered data unless the data subjects provide consent to the disclosure.

4000.50 Only District employees with a valid remote pilot license issued by the US Federal Aviation Administration (FAA) and a properly trained pilot are permitted to operate a UAS.

4000.51 Any UAS work carried out by SMCMVCD staff will comply with the SMCMCD UAS Operators' manual.

Reviewed by legal:

Approved: February 8, 2023

Draft SMCMVCD Internal Boardroom Policy

Requirements for All Individuals Attending SMCMVCD's Regular Board Meetings In-Person:

1. Attendance.

1. **Trustees.** Trustees must attend in-person unless the member satisfies the Brown Act's traditional teleconference participation requirements or AB 2449's new remote participation exceptions apply, based upon consultation with General Counsel before the meeting.
 2. **Staff.** The District Manager or designee will determine which District staff and consultants/contractors will be in-person and which will be remote based on operational needs and health and/or safety concerns.
 3. **Public.** Members of the public may participate in meetings in-person and virtually by remote participation.
2. **Masking.** Anyone attending an in-person District public meeting – including Trustees, District staff, District consultants/contractors, and members of the public – must **wear a mask** properly covering the person's nose and mouth, except that they may remove their masks while actively drinking.
 3. **Supplies.** The District will **provide a mask (N95 and surgical)** to anyone who does not have one. The District will also provide **hand sanitizer** at the entrance to the boardroom.
 4. **Distancing.** Members of the public attending an in-person public meeting must remain **six feet away** from others to the extent feasible.
 5. **Eating.** **Eating** is prohibited in the boardroom by all individuals at in-person public meetings. Eating is permitted on the premises in an open-air setting specified by the District Manager.
 6. **Symptoms.** Although the District will not check those attending public meetings for COVID-19 **symptoms**, individuals experiencing those symptoms are strongly encouraged to participate remotely and not to attend in-person public meetings.

Agenda Item 7D

SUBJECT: Inactive Committees

The following committees have not met:

- Environment / Public Outreach Committee
- Ad-hoc Real Estate
- Strategic Planning Committee

Committee reports are only placed on the agenda when there is something to report.

President Martin and Manager Weber are requesting to meet with the Chair of each Committee in February to discuss their direction in 2023. Manager Weber will reach out to each Chair with options for dates to meet.



Agenda Item 8.A. – Laboratory Staff Program Reports

Lab Activities in January 2023

Tick Surveillance for Water Year 2022-2023

Laboratory staff continued winter surveillance for adult *Ixodes pacificus* (Western black-legged ticks) in January. Ticks are collected by dragging a one-meter square sheet of white flannel over the vegetation alongside trails; a technique called “flagging.” *Ixodes pacificus* ticks will be tested for the presence of *Borrelia burgdorferi* (the causative agent of Lyme disease), as well as *Borrelia miyamotoi* (the agent of hard-tick relapsing fever) and *Anaplasma phagocytophilum* (the agent of granulocytic anaplasmosis).

Parks surveyed in January include North Pescadero Marsh in Pescadero, Milagra Ridge and Frontierland Park in Pacifica, and Burleigh H. Murray Ranch State Park near Half Moon Bay. This year, District staff are also surveying residents’ yards for ticks, focusing primarily on Pacifica and Hillsborough.

Tick Collections from parks, 2022-2023 Winter Season (through January 2023)

Park/Neighborhood	Nearest City/Town	Number of <i>Ix. pacificus</i>
Edgewood County Park	Redwood City	84
Hidden Canyon Park	Belmont	270
San Pedro Valley Park	Pacifica	196
Mori Point	Pacifica	0
Memorial Park	Pescadero	39
Mills Canyon Park	Burlingame	18
Milagra Ridge	Pacifica	17
Frontierland Park	Pacifica	140
North Pescadero Marsh	Pescadero	217
Burleigh H. Murray Ranch	Half Moon Bay	272



Ixodes pacificus female tick collected on a flag.



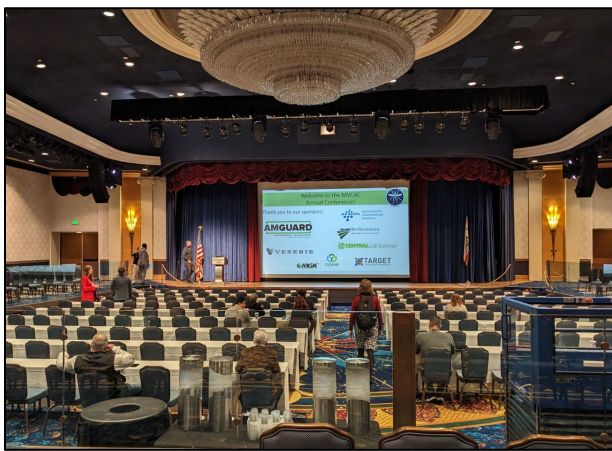
Agenda Item 8.A. – Laboratory Staff Program Reports

MVCAC 2023 Annual Meeting

Five staff members and six trustees of the San Mateo County Mosquito and Vector Control District attended the 91st Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) held in Anaheim at the Disneyland Hotel. Laboratory Director Angie Nakano presented a talk on the history of tick surveillance at the District.

Highlights of this year's MVCAC meeting included symposia on New Innovations in Mosquito Control, Pesticides and Pesticide Use, Ticks and Tick-borne Diseases, Community Outreach, and the History of Plague in California, as well as a special Trustee Training Session. Attendance at conferences enables District staff and trustees to stay up-to-date on the latest trends and technologies in vector control.

Photos, clockwise from top left: The main ballroom, where the plenary speaker session was held. District manager Brian Weber with Trustees Mason Brutschy and Kati Martin. A slide from Lab Director Angie Nakano giving a presentation from the podium. A sample slide from Angie's presentation.



Annual Tick Surveillance

- 2,000-5,000/yr adult ticks
- Up to 600/yr nymphs
- 12-18 parks/year
 - ~40 different parks/open space areas
- Single-year minimum goal per park:
 - >200 adults
 - >50 nymphs
- Test for pathogen prevalence
 - Ixodes: *B.burg*, *B.miyamotoi*, *A.phagocytophilum*
 - Dermacentor: *F.tularensis* (serovar B)



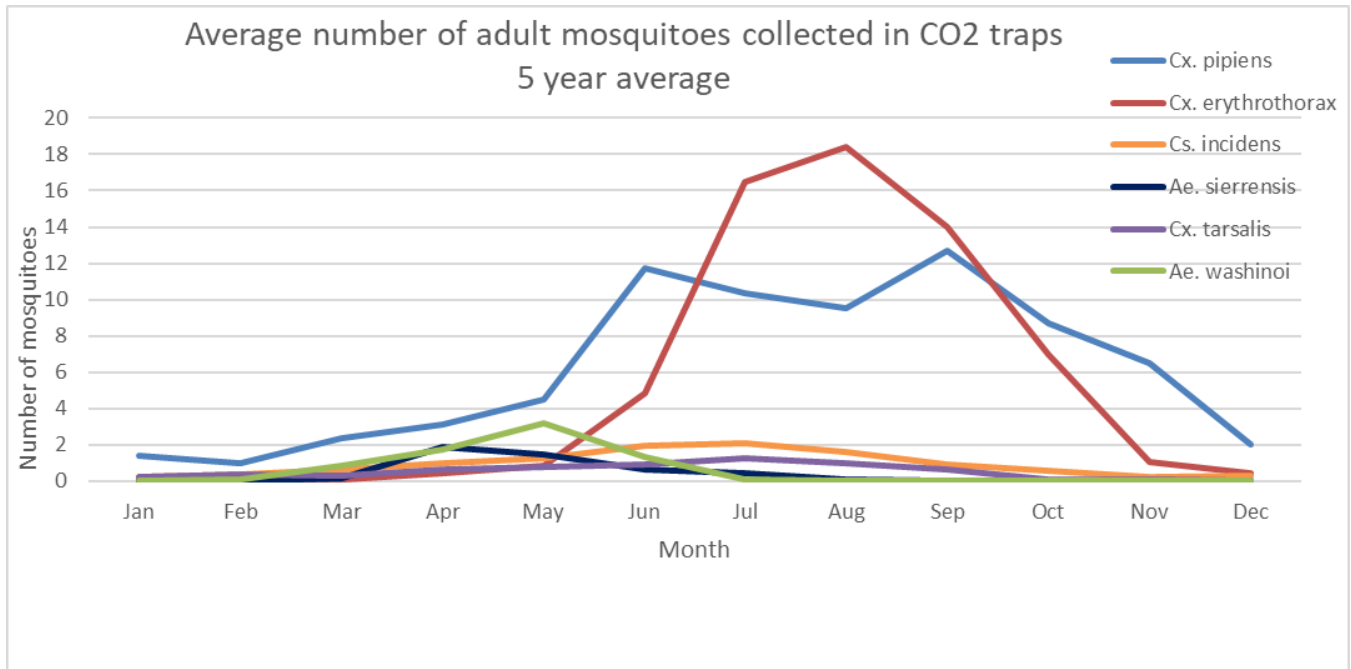
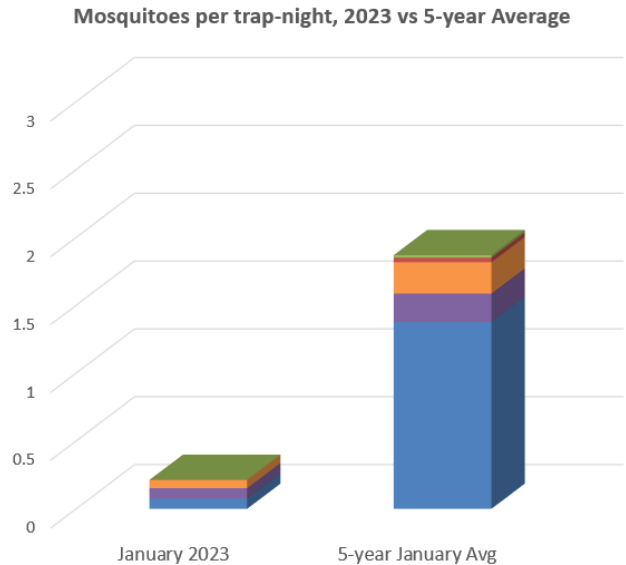


Agenda Item 8.A. – Laboratory Staff Program Reports

CO₂ Traps – Average adult mosquitoes collected per trap per night

The following table and graphs show the average number of mosquitoes collected per CO₂ trap per night during January. Counts for all species are very low, slightly below the five-year average. The abundance of adult mosquitoes is expected to remain low until spring.

Species	January 2023	5-year January average
<i>Culex pipiens</i>	0.076	1.377
<i>Culex tarsalis</i>	0.076	0.209
<i>Culiseta incidens</i>	0.061	0.231
<i>Culex erythrothorax</i>	0	0.034
<i>Aedes sierrensis</i>	0	0
<i>Aedes washinoi</i>	0	0.018



Average number of adult mosquitoes collected in CO₂ traps per trap per night over the past five years. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



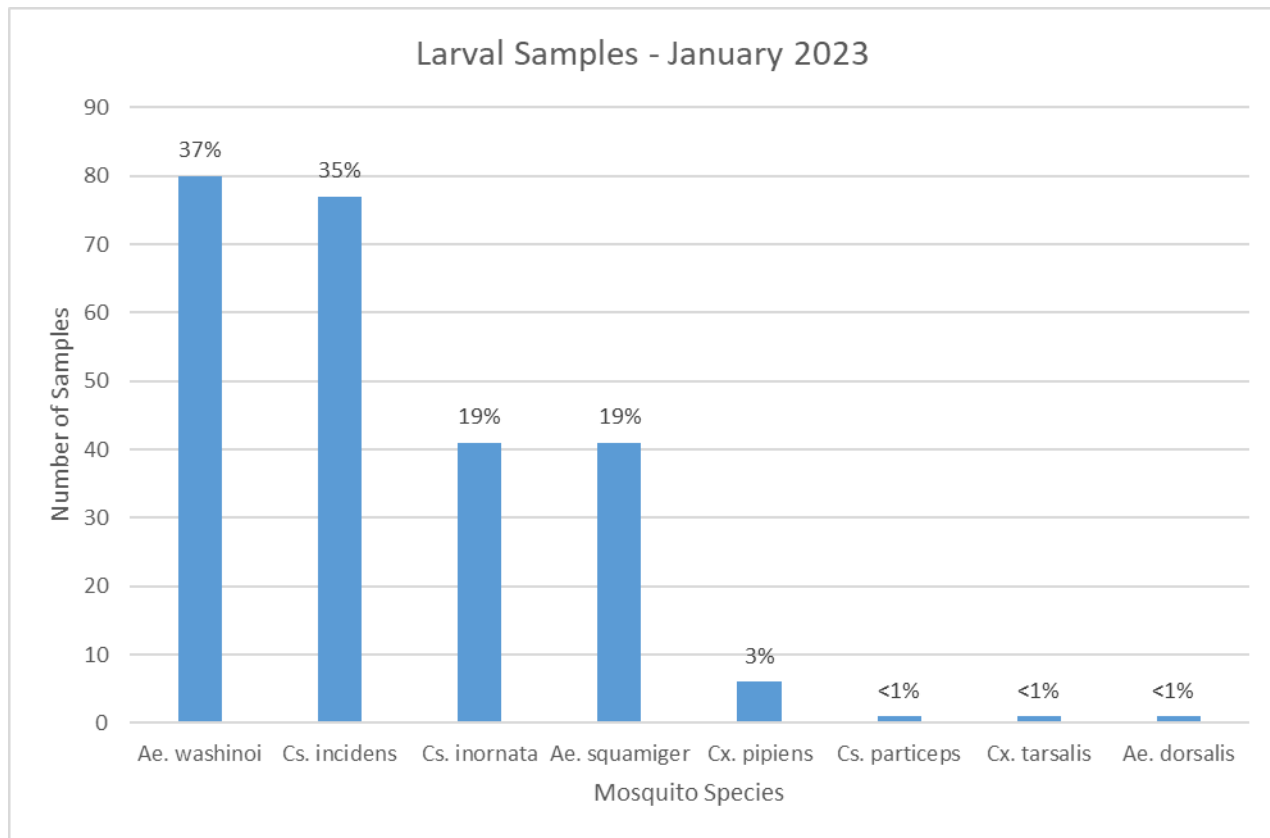
Agenda Item 8.A. – Laboratory Staff Program Reports

Larval Surveillance

During January, larval surveillance focused on monitoring seasonal natural sources, such as freshwater impounds and marshes, while continuing to check backyard sources. Additionally, water from January rains can collect under houses and provide a sheltered place for larvae to develop. District staff collected 219 larval samples in January. Technicians use a dipper to take a sample of water and visually inspect it for mosquito larvae. If larvae are present, the sample is taken back to the District laboratory for species identification.

The most frequently occurring species was *Aedes washinoi*, a mosquito found in fresh and brackish impounds and marshes. The larvae of this mosquito species are abundant in winter months after rainfall fills its breeding sources. *Culiseta incidens* were also detected frequently in 35% of January larval samples. This mosquito is found year-round in San Mateo County in a variety of sources, especially backyard fountains, and fishponds. These mosquito species are not known to transmit human disease.

The District takes particular care to monitor the saline or brackish marsh areas that breed *Aedes squamiger*, as this species has the potential to emerge in huge numbers when the weather warms up. Although this species does not currently vector any diseases in this region, they are known to be voracious day-biting mosquitoes.



Number of larval samples containing each mosquito species from water samples collected in January 2023. Larval samples commonly contain multiple species.



Agenda Item 8.B. Staff Program Reports

Public Health Education and Outreach, Jan 2023

Outreach, Post-Service Request Feedback, Website & Newsletter

Outreach and Activities

- The San Mateo Rotary Club invited Rachel to present about District history and services at their January meeting. The 25 minute presentation was well-received, and many attendees expressed how informative and enjoyable the presentation was.
- Although there were no school presentations in January, Rachel was invited to talk about mosquito biology, vector ecology, and the District's school outreach program with teachers in a special science program at the Redwood City School District.
- Rachel visited a Cub Scout pack in Burlingame to teach Scouts (K-5th grades) and their adults about tick safety.
- A preschool in San Mateo requested a talk for parents about ticks and tick risk on the property – Rachel presented to several dozen parents and answered various tick-related questions.
- Ryan and Walter from Operations, along with Rachel, visited an HOA neighborhood in Daly City to inspect several housing units for rodent activity and entry points. The inspections were in preparation for a presentation about rodents the HOA had requested. About a week after the inspections, approximately three dozen residents attended the virtual presentation, which covered rodent biology, how to reduce rodent populations in the neighborhood, and how to prevent rodents from entering units.



Rachel presented to the San Mateo Rotary Club.



Ryan, Walter, and Rachel taking a quick break for a scenic shot while inspecting home for rodent activity.

Feedback from Residents about District Services

- "The staff were amazing – friendly, responsive, informative. It was a very positive experience. Thank you!"
- "Really appreciate the work that you do! Your materials are informative and easy to read."



Agenda Item 8.B. Staff Program Reports

- “This was the most pleasant, friendly, efficient, and helpful interaction we have ever had with any County government agency. They were a delight to work with. Please extend our gratitude to the team.”
- “Everyone I spoke with at the office was very helpful and professional. Walter, the inspector, was extremely thorough and reviewed his findings with me by phone. So grateful for this service and help!”

Website Analytics

- In January 2023, there were 3,203 visits to the website.
- Top 10 pages for January 2023 included the District homepage and pages on topics of coyotes, service request page, rabies, yellowjackets, mosquito-like insects, bites of unknown origin, rodents, biting mites, and ticks.



Agenda Item 8.C. – Information Technology Staff Program Reports

Information Technology, February 2023

Cyber Security

Summary

- Security awareness regarding QR codes

QR Codes: A Convenient Technology to Embrace with Caution

Recently, most of the board members had to go through a process during MFA enrollment that required scanning a QR (Quick Response) code. This was a very convenient way to pass along a long string of numbers so that we wouldn't have to manually enter (and potentially incorrectly enter) that long string. In this case, the QR code was beneficial, too, in easy enrollment.

We also must remember that similar exploits can be done with QR codes, just like with URLs in phishing emails. What a QR code does is store information in a variety of ways. A commonly used method in an ordinary sense is digital menus at restaurants, you scan a QR, and it has a hidden URL that executes in your browser. This brings up the desired webpage without having to search it manually. If you have been following our phishing simulations, you can see why this would be a potential problem. Let's say a bad actor built their own code and taped it over the one at the restaurant. They could then navigate you to a malicious site, install a payload on your device, or phish your credentials. Therefore, we need to be mindful of our QR code use.

1. Phishing – This is a very popular avenue, so be mindful of the domain you're being navigated to when scanning QR codes.
2. Bugs – bugs within the scanning device can be exploited, so make sure applications are up to date.
3. Malware – all it takes is navigating to a site and accidentally downloading a malicious payload, similar to phishing but without as much social engineering and potentially devastating outcomes.
4. Financial Theft – ePay platforms such as Venmo or Zelle have commonly used QR codes to connect your money transfers with the desired party. Like with the other exploits, this could result in your money going to the wrong person.

So, does that mean we should not use QR codes? By no means do we still use email even with the risks of phishing, but being aware of how you can be tricked is extremely important to protect yourself from the vulnerabilities in the platform.



Agenda Item 8.C. – Information Technology Staff Program Reports

References:

[Risks of Using QR Codes | IEEE Computer Society](#)



Agenda Item 8.D. - Operations Staff Program Reports

Field Operations December 2022

Property inspections in San Mateo, Parkside neighborhood

San Mateo County, as well as much of the State of California, saw a record amount of rain in the month of January in the form of "Atmospheric Rivers." Along with this came overflowing creeks, fallen trees, and flooding. Some of this flooding occurred in the eastern part of the City of San Mateo, east of the 101 freeway.

The homes in this part of San Mateo, the Parkside neighborhood, were built in the 1950s on top of marshland. As a result of this, the houses sit at sea level, which makes water drainage difficult and water accumulation in the crawl space a common occurrence.

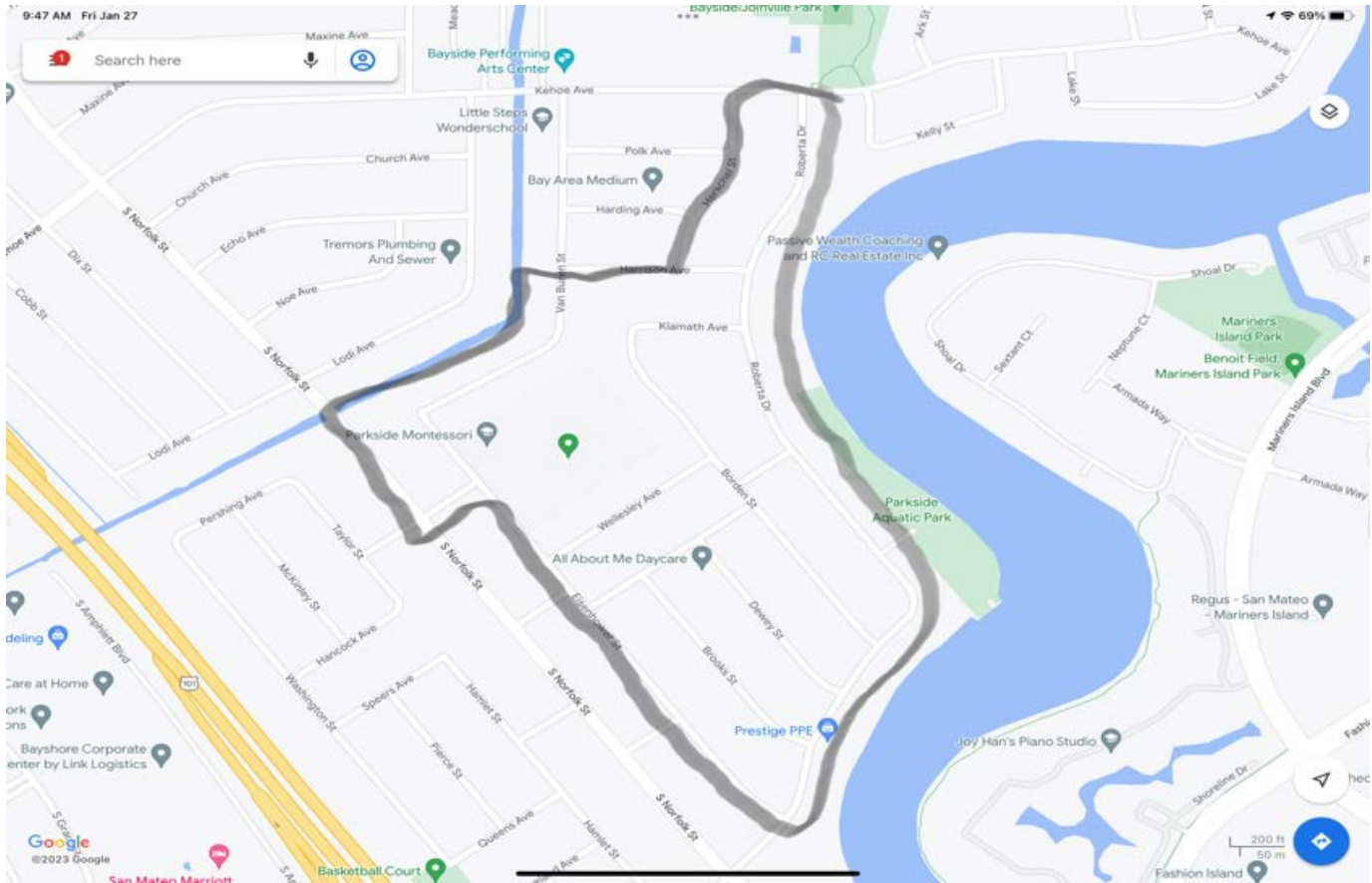


Figure 1 -Map of inspection area in San Mateo

Based on historical data in MapVision, District staff decided to inspect ALL homes in this area for water accumulation. This type of standing water can be ideal habitat for *Cx. pipiens*, or the Northern House mosquito, which is the vector for West Nile Virus.

District technicians (9) each received a map of 25-35 houses to inspect and to identify which properties have standing water under them due to heavy rainfall, an approximate total of 270 properties. When a technician finds water in the crawlspace, they:



Agenda Item 8.D. - Operations Staff Program Reports

- Inspect the water for mosquito larvae and treat the water as necessary
- Communicate to the resident that mosquitoes breed in standing water, and water under a house is ideal habitat for reproduction
- The public health significance of mosquitoes
- Options for removing the water, such as a pump or calling a plumber
- Give resident District contact info and ask them to call when water is removed
- Add the property to the Mapvision database
- District staff will do follow-up inspections every few months

This process started at the end of January and will continue in the month of February, and we may target other neighborhoods and/or cities. It is best to conduct these inspections early in the year and identify which houses have water under them before the peak mosquito season in the warmer months.



Figure 1 and 2 –Vector Control Technician Justin Loman conducting an inspection in the City of San Mateo.



Agenda Item 8.D. - Operations Staff Program Reports

District Staff in Action



Figure 3 – Vector Control Technician Devon MacDonald treating Carduff Kavanaugh Field for mosquitoes in the middle of January



Figure 4 – Vector Control Technician David Allen preparing to inspect Bair Island in Redwood City for the Winter Salt Marsh Mosquito (*Aedes squamiger*)



Agenda Item 8.D. - Operations Staff Program Reports



Figure 5- Picture of the district's drone transport trailer that was outfitted by District Mechanic Sean Jones. This trailer will work as the district staff's control center during operations.



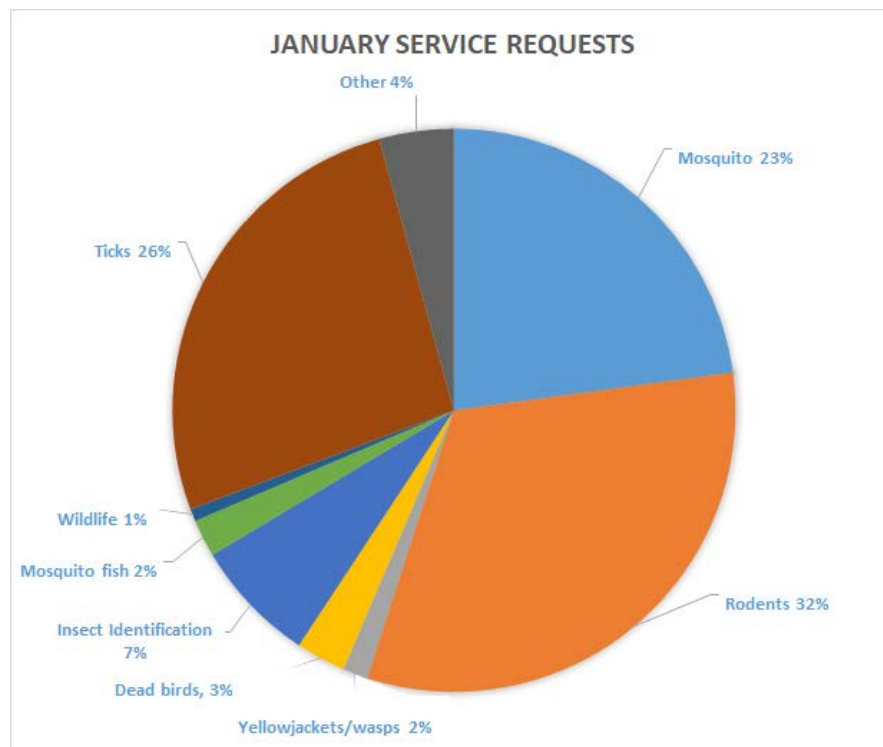
Agenda Item 8.D. - Operations Staff Program Reports

January 2023 Service Requests

<u>Type of Request</u>	January 2023	5-year January average
Rodents	45	37
Ticks	37	NA
Mosquito	32	41
Insect identification	10	9
Dead birds	4	5
Mosquito fish	3	9
Yellowjackets/wasps	2	5
Wildlife	1	2
Other	6	5
Total	140	107

This table contains the number of each type of service request in January 2023 compared to the five-year averages in January.

Total service requests are higher this January than the five-year average (140 requests compared to an average of 107 requests). However, this difference is because of a residential tick study that the laboratory staff are conducting, which generated 37 tick service requests in January. In a typical year, January will usually have no more than one or two tick service requests. All other categories are near average for this time of year.



Agenda Item 8D.1

REGULAR AGENDA

SUBJECT: Approve the contract with Leading Edge for Mapvision District database services in the amount of \$110,000 and \$25,000 for annual licensing

SUMMARY

Mapvision is a geospatial data management platform that automates our district's workflow. The District began using Mapvision Gen 2 from Leading Edge in 2014. As reported previously, Mapvision streamlines the staff's workflow saving thousands of man-hours per year over past programs) and allows real-time data sharing across departments and sustains data integrity. Generation 2 has begun to exceed its life expectancy and requires an upgrade (to Generation 3).

BACKGROUND AND STATUS

The staff has determined that Generation 2 has begun to exceed its life expectancy and requires an upgrade (to Generation 3). The Generation 3 upgrade will take advantage of new and improved features already beta-tested by other mosquito districts. The District can benefit from the upgrades to become even more efficient and reduce the overall cost by buying the upgrade in FY 22-23. The district proposes to pay \$110,000 for a software upgrade (Generation 2 to Generation 3) in FY 22-23. If the database were newly purchased, it would cost the District between \$290,000 and \$310,000, according to quotes received by other mosquito districts. The contract also includes a \$25,000 annual license fee to be prorated until July 1, 2023. Since district staff already have eight years of experience using this program, a smooth transition from Generation 2 to Generation 3 is anticipated.

The purchase price and annual user license fee include indefinite use of the system with upgrades. However, it does not include hardware. **The contract was reviewed by the District Counsel and was recommended for approval by the Finance Committee.**

RECOMMENDATION

Staff recommends that the Board approve the contract with Leading Edge for Mapvision District database services in the amount of \$110,000 and \$25,000 for annual licensing.

REFERENCE MATERIALS INCLUDED

1. 8D.1.1 Mapvision G3 Migration Professional Services Agreement
2. 8D.1.2 San Mateo G2 to G3 Executive Summary
3. 8D.1.3 San Mateo G3 Upgrade Spec Document
4. 8D.1.4 San Mateo MV G3 Software License Document

AGREEMENT FOR CONSULTANT SERVICES

January 2023

This agreement incorporates the migration Leading Edge’s MapVision Gen2 to MapVision Gen 3 and the two iOS Apps (Field App & ULV FC App) - Exhibit A, Page 1.

THIS AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of the **th day of _____ 20** (“Effective Date”), by and between the San Mateo County Mosquito and Vector Control District, a California Special District (“**District**”), and **Leading Edge Associates, Inc., (LEA)** a Florida Sub-S Corporation (“**Consultant**”). District and Consultant are sometimes referred to hereinafter individually as a “party” and collectively as the “parties.” This Agreement is entered into with reference to the following facts:

- A. District has determined that it is necessary and appropriate to engage a consultant to provide and carry out the migration of **MapVision® Gen 2 to MapVision® Gen 3 Enterprise Software System and associated iOS Apps (Field App and ULV FC App)** as more fully described herein; and
- B. Consultant has represented itself as being fully qualified and available to perform the professional consulting services necessary to complete the work in a timely manner, as more fully described in Consultant’s Proposal attached hereto as **Exhibit B** and incorporated herein by this reference as though set forth in full; and
- C. District desires to contract with Consultant and Consultant is willing to perform the consulting services described herein, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SERVICES.

- 1.1 **Basic Services.** District hereby retains Consultant to perform the services described and set forth in the attached **MapVision® Gen3 Specifications Document Exhibit A (“Basic Services”)**, which is incorporated by this reference as though set forth in full. Consultant hereby agrees to perform said services within the designated time frames and accepts this retention. Consultant shall complete the Basic Services according to a schedule of performance, which is set forth the proposal attached hereto as **Exhibit B**
- 1.2 **Additional Services.** In addition to the Basic Services, District may elect to have Consultant perform additional services that are beyond the current scope of the project, but within the expertise of Consultant (“**Additional Services**”). Such Additional Services shall be mutually agreed to in advance and specified in a writing,

which shall also specify the basis for the Consultant's fee for such additional services. Basic Services and Additional Services are referenced collectively as "**Services.**"

2. **PERFORMANCE.**

2.1 **Standard of Performance.** Consultant shall faithfully, competently and diligently perform the obligations and responsibilities required by this Agreement, applying prevailing standards of professionalism and good workmanship utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

2.2 **Labor and Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and services necessary for the successful completion of the Services. Consultant shall give its attention and supervision to the fulfillment of the provisions of this Agreement by its employees and subcontractors and shall be responsible for the timely performance of the Services required by this Agreement.

2.3 **Time of Performance.** The Services of Consultant are to commence upon receipt of a written notice to proceed from District, but in no event prior to receiving a fully executed agreement from District and obtaining and delivering the required insurance coverage and satisfactory evidence thereof to District.

2.4 **Review of Service.** Consultant shall furnish District with reasonable opportunities from time to time to ascertain whether the Services of Consultant are being performed in accordance with this Agreement. All work done, and materials furnished shall be subject to final review and approval by District; Consultant is not providing final approval or review, which is solely District's function and role. District review and approval of such work and Services shall not, however, relieve Consultant of any of its obligations under this Agreement.

2.5 **Contract Administration.**

2.5.1 **District.** The District Manager or his/her designee shall represent the District in all matters relating to the administration of this Agreement. The District Manager or his/her designee shall have the authority to act on the District's behalf to review and approve all products submitted by Consultant and may execute all necessary documents to authorize Consultant to perform Additional Services as provided for herein.

2.5.2 **Consultant.** Consultant shall assign **Michael D. Reynolds, VP/COO & Co-Owner** ("Consultant's Representatives") to have overall responsibility for the progress and execution of this Agreement for Consultant. Consultant shall not change or replace Consultant's Representative without the prior written consent of District to such change.

3. **TERM.** This Agreement shall commence on the Effective Date and shall continue in full force and effect until all Services to be provided by Consultant are completed, but in no event

later than **six (6)** months from the Effective Date, unless terminated earlier as provided for herein or extended by mutual consent of the parties.

4. **COMPENSATION; METHOD OF PAYMENT.**

- 4.1 **Basic Services.** For Basic Services, District shall pay Consultant compensation, including both payment for professional services and all reimbursable expenses, in accordance with the payment rates and schedule as set forth in **Exhibit B,** attached hereto and incorporated herein by this reference as though set forth in full, as full compensation for all labor, materials, equipment, tools, transportation, and services. Notwithstanding the foregoing, in no event shall Consultant's compensation exceed what's described in **Exhibit B**("Maximum Compensation"). Payment by District under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such defects were known to District at the time of payment.
- 4.2 **Additional Services.** Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing in the method provided for herein. Consultant will submit fee estimates for such additional services upon request of District.
- 4.3 **Invoices.** As a condition precedent to each and every payment by District under this Agreement, Consultant shall submit to District an invoice outlining the items for which payment is requested. Alternatively, Consultant may submit one final billing when the Services are complete. Each statement of account, whether submitted monthly, periodically, or upon completion, shall also include a detailed record of consultant's actual monthly or total reimbursable expenditures. Payment to Consultant as to any undisputed fees shall be made, after verification of Consultant's performance, within thirty (30) days of receipt of invoice. If District disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of such disputed fees.
- 4.4 **Inspection.** Consultant shall furnish District with every reasonable opportunity for District to ascertain that the services of Consultant are being performed in accordance with the requirements and intentions of this Agreement. All work done, and all materials furnished, if any, shall be subject to the project manager's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill the Agreement as prescribed.
- 4.5 **Withholding.** District reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found to be substantially inadequate. District shall notify Consultant in writing of deficiencies believed to be substantially inadequate within thirty (30) days after receipt of product.

- 4.6 **Taxes/Insurance/Licenses.** District shall be solely responsible for the payment of any federal, state, or local income tax, while Consultant will be solely responsible for social security tax, workers' compensation insurance, state disability insurance, and any other taxes, assessments and premiums or insurance contributions which Consultant is responsible for paying under federal, state or local law by reason of or in connection with the Services to be performed by Consultant. At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses necessary for the performance of Services hereunder, including without limitation, business licensing from District, all at the sole cost of Consultant.
- 4.7 **No Overtime or Premium Pay.** Consultant shall receive no premium or enhanced pay for work normally understood as overtime, i.e., hours that exceed forty (40) hours per work week, or work performed during non-standard business hours, such as in the evenings or on weekends. Consultant shall not receive a premium or enhanced pay for work performed on a recognized holiday. Consultant shall not receive paid time off for days not worked, whether it is in the form of sick leave, administrative leave, or for any other form of absence.
- 4.8 **Changes to Compensation.** Consultant shall not undertake any work that will incur costs in excess of the Maximum Compensation set forth in Section 4.1 without prior written amendment to this Agreement. Consultant further agrees that in the event it determines that costs under this Agreement may exceed the Maximum Compensation, Consultant shall provide District with written notice of this fact at least 30 days before Consultant incurs cost of that exceed the Maximum Compensation.
- 4.9 **Litigation Support.** Consultant agrees to testify at District's request if litigation is brought against District in connection with Consultant's work product. Unless the action is brought by Consultant or is based upon Consultant's negligence, District will compensate Consultant for the preparation and the testimony at Consultants standard hourly rates, if requested by District and not part of the litigation brought by District against Consultant.

5. **RECORDS.**

- 5.1 **Financial Records.** Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by District that relate to the performance of services under this Agreement. Consultant shall also maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to District for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement

- 5.2 **Access to Records.** Consultant shall provide free access to the representatives of District or its designees at reasonable times to such books and records; shall give District the right to examine and audit said books and records; shall permit District to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.
- 5.3 **Original Records.** Upon completion of, or in the event of termination or suspension of this Agreement, all completed and incomplete original agreements, data, documents, designs, drawings, exhibits, maps, models, computer files, reports, studies, surveys, notes, and other work, materials or documents prepared or used to prepare Consultant's work product in the course of providing the Services pursuant to this Agreement ("**Consultant Work Product**") shall become the sole property of District. District may duplicate, disclose, disseminate, use, reuse or otherwise dispose of Consultant Work Product in whole or in part in any manner it deems appropriate, without the permission of Consultant. With respect to computer files, Consultant shall make available to the District, at Consultant's office and upon reasonable written request by District, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may retain copies of such Consultant Work Product as a part of its record of professional activity.

6. **TERMINATION.**

- 6.1 **Termination for Convenience.** District may at any time terminate this Agreement or any portion thereof for any reason by giving Consultant at least five (5) calendar days prior written notice of such termination. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If District suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.
- 6.2 **Termination for Cause.** District may terminate this Agreement with cause, effective immediately upon written notice of such termination to Consultant, based upon the occurrence of any of the following events:
- Material breach of this Agreement by Consultant;
 - Cessation of Consultant to be licensed, as required;
 - Failure of Consultant to substantially comply with any applicable federal, state or local law or regulation;
 - Filing by or against Consultant of any petition under any law for the relief of debtors; and,
 - Filing of a criminal complaint against Consultant for any crime, other than minor traffic offenses.

If this Agreement is terminated by District for cause and it is later determined that the termination was wrongful, such termination automatically shall be converted to and treated as a termination for convenience as provided for herein.

- 6.3 **Suspension**. District shall have the authority to suspend this Agreement and the Services contemplated herein, wholly or in part, for such period as it deems necessary due to unfavorable conditions or to the failure on the part of the Consultant to perform any provision of this Agreement.
- 6.4 **Payment Upon Termination**. In the event this Agreement is terminated or suspended, with or without cause, pursuant to this Section, District shall pay Consultant for the actual value of the work performed up to the time of termination or suspension, provided that the work performed is of value to District. Upon termination of the Agreement, Consultant will submit an invoice to District as provided for herein.
- 6.5 **Transfer of Documents Upon Termination**. Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the District, become its sole property and shall, at Consultant's expense, be delivered to the District or to any party District may so designate.
- 6.6 **Third Parties**. District shall not be obligated or liable for payment hereunder to any party other than Consultant.
7. **INSURANCE**. Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in the attached **Exhibit C**, which is incorporated by this reference as though set forth in full.
8. **INDEMNIFICATION**.
 - 8.1 **Indemnification for Professional Liability**. When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("**Indemnified Parties**") from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs and expert witness fees) ("**Claims**"), to the extent same are caused, or alleged to have been caused, in whole or in part by any act or omission, negligent or otherwise, of Consultant, its officers, agents, employees, subcontractors or consultants or any entity or individual for whom Consultant shall bear legal liability in the performance of professional services under this Agreement. For design professionals, Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless any Indemnified Parties from and against any and

all Claims which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, or as may be provided by statute in Civil Code § 2782.8.

- 8.2 **Indemnification for Other Than Professional Liability.** Other than in the performance of professional services as specified in Section 8.1 and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless any Indemnified Parties from and against any Claims, where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for whom Consultant is legally liable, including but not limited to, officers, agents, employees, subcontractors or consultants of Consultant. The only exception to Consultant's responsibility to indemnify, defend, and hold harmless the Indemnified Parties from Claims, is due to the active negligence or willful misconduct of District or its elective or appointive boards, officers, agents and employees.
- 8.3 **Scope of Obligation.** Consultant's duty to indemnify, protect, defend and hold harmless as set forth herein shall include the duty to defend as set forth in California Civil Code § 2778. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Consultant under worker's compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Consultant and shall continue to bind the parties after termination/completion of this agreement. This indemnification shall be regardless and not in any way limited by the insurance requirements of this contract. This indemnification is for the full period of time allowed by law and shall survive the termination of this agreement.
- 8.4 **District Liability.** The District has no liability or responsibility for any accident, loss, or damage to any work performed under this Agreement whether prior to its completion or acceptance or otherwise. No member of the District and no other officer, elected official, employee or agent of the District shall be personally liable to Consultant or otherwise in the event of any default or breach of the District, or for any amount which may become due to Consultant or any successor in interest, for any obligations directly or indirectly incurred under the terms of this agreement.

9. **RELEASE OF INFORMATION.**

- 9.1 **Confidentiality.** All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released except to the District, directly or indirectly, by Consultant without District's prior written authorization. Consultant, its officers, employees, subcontractors or sub-consultants shall not voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement unless requested by the District Attorney or authorized in writing by the District Manager. Response to a subpoena or court order shall not be considered "voluntary" provided that Consultant shall give District prompt written notice of any such court order or subpoena.

9.2 **Notice and Cooperation.** Consultant shall promptly notify the District Manager and District Attorney in writing if Consultant, its officers, employees, agents, or subcontractors or consultants should be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order or subpoena from any person or party related to this Agreement and/or Consultant's related Services. District has no obligation to, but may exercise discretion to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with District and to provide the District an opportunity to review any response to discovery requests provided by Consultant. However, District's right to review any such response does not grant or imply a right of District to control, direct, dictate or rewrite said response.

10. **RELATIONSHIP TO DISTRICT.**

10.1 **Independent Contractor.** Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither District nor any of its officers, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of District. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against District, or bind District in any manner.

10.2 **No Employee Privileges.** No District employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, District shall not pay salaries, wages or other compensation to Consultant for performing services hereunder for District. District shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10.3 **Not an Agent.** Consultant, its officers, employees and agents shall not have any power to bind or commit the District to any decision.

10.4 **Consultant Duty to District.** Consultant understands and agrees that its responsibility to provide complete and accurate Services is owed solely to District and that its accountability under this contract shall likewise be solely to District and not to any District applicants or any other third person or entity.

10.5 **Interest of Consultant.** Consultant represents and warrants to District that it presently has no interests, and covenants that it shall not acquire any interests, direct or indirect, financial or otherwise, which would conflict with the performance of the services to be provided by Consultant under this Agreement. Consultant further covenants that, in the performance of this Agreement, no subcontractor or employee having such an interest shall be employed by Consultant. Consultant certifies that no one who has or will have any financial interest under this Agreement is: (a) an officer

or employee of District, or (b). an officer or employee of the applicant and any of its consultants.

- 10.6 **Undue Influence.** Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement or financial inducement. No officer or employee of District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling District to any and all remedies at law or in equity.
- 10.7 **Statement of Economic Interest.** If District determines Consultant comes within the definition of Consultant under the Political Reform Act (Gov't Code § 87100), Consultant shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the District Clerk disclosing Consultant and/or other such person's financial interests.
- 10.8 **Nonexclusive Agreement.** Consultant understands that this is not an exclusive Agreement and that District shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by Consultant as District desires.

11. GENERAL PROVISIONS.

- 11.1 **Incorporation of Recitals.** The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.
- 11.2 **Further Assurances.** District and Consultant each agree to cooperate with one another, to use their best efforts, to act in good faith, and to promptly perform such acts and execute such documents or instruments as are reasonably necessary and proper to consummate the transactions contemplated by this Agreement.
- 11.3 **Ownership of Documents.** All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents in the course of implementing this Agreement, except working notes and internal documents, shall become the sole property of the District upon payment to Consultant for such work, and the District shall have the sole right to use such materials in its sole discretion without further compensation to Consultant or to any other party. Reuse of any of the Drawings, Specifications or other work products of Consultant by District for any project other than the specific project covered in this Agreement, shall be at District's risk unless additional compensation for such future use is paid to Consultant.

11.4 **Notices.** All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served or on the second day after mailing if mailed by first-class mail, registered or certified, return receipt requested, postage prepaid and properly addressed as follows:

To District: Brian Weber, District Manager
San Mateo County Mosquito and Vector Control District
1351 Rollins Road
Burlingame, California 94010

To Consultant: Corporate Address:
Michael D. Reynolds, VP/COO
Leading Edge Associates, Inc.
3310 E Locanda Cir
New Smyrna Beach, FL 32168

Remittance Address:
Leading Edge Associates, Inc.
Attn : Pam Leal
PO Box 1025
Waynesville, NC 28786

Any party may change their address for the purpose of this paragraph by giving the other party written notice of the new address in the above manner.

11.5 **Compliance with Laws.**

11.5.1 **Legal Responsibilities.** Consultant shall keep itself informed of local, state and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. Any corrections or updates to Consultant's services that may be come necessary as a result of a change in said laws and regulations shall be made at Consultant's expense.

11.5.2 **Licenses.** At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses and permits required by law for the performance of services described in this Agreement. Permits and/or licenses shall be obtained and maintained by Consultant without additional compensation throughout the term of this Agreement.

- 11.5.3 **Labor Conditions.** District is a public entity in the state of California, and therefore, District and Consultant are subject to the provisions of the Government Code and the Labor Code of the state of California, including, but not limited to, the provisions which (a) require every employee to be insured against liability for workers compensation or to take self-insurance and (b) require every employer to adopt a written injury and illness prevention program. All provisions of law applicable to public contracts and/or this Agreement are incorporated herein by this reference and are made a part of this Agreement to the same extent as if they were fully stated in the Agreement and shall be complied with by Consultant. Consultant certifies that it will comply with such provisions before commencing performance of the Agreement and at all times in the performance of the Agreement.
- 11.5.4 **Labor Requirements.** Consultant shall abide by all federal and California laws and regulations regarding wages, including, without limitation, the Fair Labor Standards Act and the California Labor Code, which, in part, require Consultant to pay the general prevailing wage rates.
- 11.5.5 **Discrimination.** No person shall be excluded from employment in the performance of this Agreement on the grounds of race, creed, color, sex, age, marital status, sexual orientation, or place of national origin. Consultant shall comply with all local, state, and federal laws relating to equal employment opportunity rights.
- 11.5.6 **District Not Responsible.** The District and its officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.
- 11.6 **Liability of Members and Employees of District.** No member of the District and no other officer, employee or agent of the District shall be personally liable to Consultant or otherwise in the event of any default or breach of the District, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.
- 11.7 **Assignment Prohibited.** Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of District, which shall have the sole discretion to consent to any proposed assignment. Any attempted or purported assignment of any right or obligation hereunder with the District's prior written consent shall be null and void and of no effect. Because of the personal nature of the Services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.
- 11.8 **Agreement Binding.** The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns and subcontractors of both parties.
- 11.9 **Waiver.** No waiver by either party of a provision of this Agreement shall constitute a waiver of any other provision, whether or not similar. No waiver by either party shall

constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

- 11.10 **Time is of the Essence.** Time is of the essence of this Agreement.
- 11.11 **Remedies Not Exclusive.** No remedy herein conferred upon or reserved to District is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.
- 11.12 **Construction of Terms.** All parts of this Agreement shall in all cases be construed according to their plain meaning and shall not be construed in favor or against either of the parties. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, in whole or in part, the remainder of this Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated thereby. In the event of any provision shall be adjudged invalid, void or unenforceable, the parties hereto agree to enter into a supplemental agreement to effectuate the intent of the parties and the purposes of this Agreement.
- 11.13 **Severability.** If one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision(s) shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision has not been contained herein.
- 11.14 **Controlling Law; Venue.** The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement, with venue proper only in the County of San Mateo, State of California.
- 11.15 **Litigation Costs.** In the event any action is brought to enforce or interpret the terms of this Agreement or for damages on account of the breach hereof, the prevailing party therein shall be entitled to recover from the other party its costs and expenses incurred in connection therewith, including without limitation, reasonable attorneys' fees and the costs and expenses of litigation.
- 11.16 **Authorization.** All officers and individuals executing this and other documents on behalf of the respective parties hereby certify and warrant that they have the capacity and have been duly authorized to execute said documents on behalf of the entities indicated.
- 11.17 **News Releases/Interviews.** All Consultant and sub-consultant news releases, media interviews, testimony at hearings and public comment shall be prohibited unless expressly authorized by District.

11.18 **Entire Agreement / Amendment.** This Agreement, along with its attached exhibits, which are incorporated herein by this reference, constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements, representations and understandings of the parties. This Agreement may be altered, amended or modified only by a supplemental writing executed by the parties to this Agreement and by no other means. Each party waives any future right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver or estoppel.

11.19 **Counterparts.** This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the parties have executed this Agreement at the place and as of the date first written above.

"CITY"
**San Mateo County Mosquito and Vector
Control District**

By: _____
Kati Martin, President
Board of Trustees

APPROVED AS TO FORM:

By: _____
District Counsel

"CONSULTANT"
Leading Edge Associates, Inc.

By: 
Name: Michael D. Reynolds
Title: VP/COO & Co-Owner

ATTEST:

By: _____
Secretary of the Board of Trustees

EXHIBIT A

SCOPE OF WORK

MapVision® Gen 3 Enterprise System

Please refer to both the Executive Summary and Specifications document created by

Leading Edge Associates, Inc.

January 2023

In the case of a discrepancy between these two documents, the Specifications document will supercede the Executive Summary.

EXHIBIT B

CONSULTANT'S PROPOSAL

12. MapVision Gen 3 – Initial system features and Pricing

Pricing Summary:

MapVision	Description	Price
Gen2 to Gen3 Upgrade	MapVision TEST, PROD instance, iOS Field App & iOS ULV FC App, Tier I, II & III PBI Reporting, Setting, Master Management, Rules	\$110,000
	<ul style="list-style-type: none">● All Gen2 features referenced above &● Legacy data importation <p>Note: LEA is familiar with the G2 data structure but may discover data quality issues with either spatial or data input items. As such, your support and help in confirming, identifying and correcting input data will be required. Any support beyond our initial integration efforts may result in hourly invoicing for completion of integration.</p>	
Annual License and Support Agreement	License for server and apps, servers and two hours per month, non accumulative technical support hours. Up to 100 users, automatically renewed annually (Adjusted for current SSMA paid in 2022)	\$25,000

Payment Terms & High Level Benchmark Schedule:

Benchmark	Duration Days	Description
Pre-project work	30 - In Progress	LEA: <ul style="list-style-type: none">● Site Addresses clean up (In progress)● Duplicate site marked as inactive sites vs action<ul style="list-style-type: none">■ Merge action from inactive sites to active sites
Pre-project	30 - Pending	SMCMVCD:

work		<ul style="list-style-type: none"> ● Establish two project SuperUsers ● Audit and review all Master Management tables ● Audit and review all Rules in Gen 2 for mapping to Gen 3 ● Contact update - duplicates and need address from SR ● Pricing schedule, confirm and update ● Site Sub Type Assignment
1	1	Proposal Agreement/Contract Accepted and Executed
2	1	Invoice #1 - 50%
3	30	Severs, data loading and setting in progress
		UAT Sign Off
4	Weekly	Weekly On-line Project Meetings begin
5		Environment Setup – Server and iOS
		UAT Sign off
6	60	Essential Data Load
		UAT Sign off
7		Invoice #2 - 25%
8	1	Go Live with Gen3 (Retain Gen2 for 60 days, provide data backup, inactivate G2 server)
9	30	PBI – Standard
		UAT Sign off
10	1	Go Live with Gen3 (Retain Gen2 for 60 days, provide data backup, inactivate G2 server)
11		Additional customizations if applicable
		Final UAT sign off
		Invoice #3 - 25%

EXHIBIT C

January 2023

Upon Board Approval, Leading Edge will provide a current Certificate of Liability Insurance (COI) with the coverages noted below with San Mateo listed as Certificate Holder insured

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to District in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to District.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office “Commercial General Liability” policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$2,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant’s employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a “pay on behalf” basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured’s liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to District for injury to employees of Consultant, sub consultants or others involved in the Work. The scope of coverage provided is subject to approval of District following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the consultant and “Covered Professional Services” as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must “pay on behalf of” the insured and must include a provision establishing the insurer’s duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and District agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds District, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Consultant also agrees to require all contractors and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant’s employees or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against District regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the District or its operations limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to District and approved of in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called “third party action over” claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the District, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g., elimination of contractual liability or reduction of discovery period) that may affect District’s protection without District’s prior written consent.

7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to District at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, District has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by District shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at District option.
8. Certificate(s) are to reflect that the insurer will provide 30 (thirty) days notice to District of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.
9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to District.
10. Consultant agrees to ensure that subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to District for review.
11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to District. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the District. At that time the District shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.
12. The District reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the District will negotiate additional compensation proportional to the increased benefit to District.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.
14. Consultant acknowledges and agrees that any actual or alleged failure on the part of District to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on District nor does it waive any rights hereunder in this or any other regard.
15. Consultant will renew the required coverage annually as long as District or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not the Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until District executes a written statement to that effect.
16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to District within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to District, its employees, officials and agents.
18. Requirements of specific coverage features, or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge District or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to District. It is not the intent of District to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against District for payment of premiums or other amounts with respect thereto.

Consultant agrees to provide immediate notice to District of any claim or loss against Consultant arising out of the work performed under this agreement. District assumes no obligation or liability by such notice but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.

San Mateo County Mosquito & Vector Control District (SMCMVCD)

MapVision Gen 2 to Gen 3 Migration

Executive Summary

Version 1.0 - July 2022

Version 1.1 - Sept 6, 2022



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Purpose & Scope of Work

The purpose of this document is to define the project, its components, define responsibilities, deliverables, resources and timeline to migrate SMCMVCD from MapVision Gen 2 to MapVision Gen 3. Lastly, for SMCMVCD to provide LEA approval/signatures to begin the project.

Gap Analysis

As part of the movement to Gen 3, Leading Edge and the development team conducted a GAP analysis of the current Gen 2 features, configurations and enhancements currently in use. The analysis compared the Gen 2 feature set with those included in Gen 3 and highlighted both enhancements previously created and new features included in Gen3. Below is a summary of SMCMVCD MapVision Gen 2 Configurations/Enhancements.

Gen 2 Features built for SMCMVCD	Not used, not needed in Gen 3	Used, please include in Gen 3
Per Zoom meeting on June 28, 2022, SMCMVCD confirmed the Xs below		
User - User Login History	X	
User - User Activity History	X	
User - Time Card Summary	X	
Service Request - Rodent Report - Separate Rodent SR Response form		X
Operation - 2nd Material	X	
Operation - Quick Entry - Quick entry button with multi selection option on Site Annotation		X

Site annotation - Weather Collection New operation form with button on Site Annotation with activity card association	X	
Site annotation - Tick Collection - Existing operation with button on Site Annotation with activity card association	X	
Surveillance - PIP		X
Master Management - Merge Sites	X	

Features in Gen 3 not available in Gen 2

MapVision Server		
Category	Menus	New G3 features
Master Management	Trap Type	Display Order
	Species	Display Order
	Inventory Reconciliation Variance	
	Larval Surveillance Range List	
	Pathogens	
	Sample Type	
	Testing Lab	
	Testing Result	
	Testing Method	
	Rules	Static Rules based on SR Type
	Site Document Type	
	Breeding	
	Bird Status	
	Material Master	Different application Methods(4); Trap Condition
	Material Master	Different application Methods(4);

		Trap Condition
Activity Card	View Activity card	Default showing chronological order
	View Activity card	Overlap AC validation message with ACID
	View Activity card	Midnight cron job to Close any Open previous Activity cards Ids.
Site	View Site->Blocks	Map Selected for Treatment Plan
	View Site	Segments based on Site Type
	Line Sites	
Site	View Site/AC/Adult trap Surveillance/Sentinel List	Hyperlink for Pop out edit page in a separate tab
Service Request	View Public Page	Address selection on Public Map
	View Public Page	Field Map on public page
	Service Request	Segments based on SR Type
	Pending Public Queue	Showing in Red font if address is wrong
	Service Request	Showing Location History
Inventory	Inventory Reconciliation	
Operations	Treatment Plan	
	Treatment Plan	Routes association for Treatment Plan
	Treatment Plan	Support of multiple mission files
	Route	
Site/SR Operations	Adult Trap Surveillance	Separate operation for Place and Collect Trap
	Larval Surveillance	Multiple species and range selection
	Site Treatment	Calculator (Auto Calculating based on material and area amount given)
Surveillance	Tick Surveillance	VectorSurv integration TBD
	Manage Tick	
	Sentinel Flocks/Bands	
	Sentinel Collections/Testing	
	Heightened Surveillance	
	Abundance and Pool Map	
	Sentinels	Download from Calsurv
Billing	Invoice	
Field Map	Quick Search	Search by Vectorsurv ID, Trap ID and Xref

	Create Service Request	
	Filters	Display of Obstruction sites on field map
	Create Treatment Plan	
Setting	Custom Specifications	
	Modules	Enable/disable modules
Dashboard	Dashboard	Tiles Drag and drop
		Item reorder reminder tile
Report	County AG Report	Monthly/Yearly usage on chemicals
IOS Field App		
Filter	Filters	Custom Filters
Activity Card	View Activity card	Default showing chronological order
Service Request	Service Request	Segments based on SR Type
	Service Request	Showing Location History
Site	View Site	Segments based on Site Type
Site/SR Operations	Adult Trap Surveillance	Separation operation for Place and Collect Trap
	Larval Surveillance	Multiple species and range selection
	Site Treatment	Calculator(Auto Calculating based on material and area amount given)
Field Map	Quick Search	Search by Vectorsurv ID, Trap ID and Xref

Deployment includes:

1. Environment Setup – Server and iOS
 1. Setup DEV, TEST & PROD instances/environments
 2. Create separate code branches (server & iOS)
 3. Update customer logo , default address, settings, etc.
 4. Remove/Clean up all test and/or transactional data not relevant to the new deployment
 5. Enable/Disable modules as required
 6. Create/recreate Test users accounts in different roles as needed (for developers, LEA and the customer)
 7. Create a new iOS Field App and ULV FC App build (if purchased)

8. Ensure all default settings needed for iOS are In place
 9. Establish & Test Data Sync (2-way communication with the server)
 10. API links as needed (i.e. VectorSurv)
-
2. Essential Data Load as applicable
 1. Zones / Sub Zone
 2. Parcel Data
 3. Treatment Plan Polygons
 4. Sites and associate site subtypes
 5. Item and Material Master Data
 6. Warehouse & Lot Setup
 7. Vehicle Info – Trucks , Aircraft, equipment
 8. Users
-
3. PBI – Standard
 1. Up to 6 hours of Power BI Intro and Training sessions
 2. Reproduce Power BI Data Model, Standard Reports and Dashboards
 3. Power Accounts (T2 and T3) for the customer
 4. Data gateway and data refresh setup
 5. Power BI Embedded integration with Customer
 6. Map existing PBI reports and dashboards from G2 to G3 as part of migration
-
4. Historical data
 1. Historical Data load
 - i. Contact Data
 - ii. Services requests
 - iii. Surveillance Data
 - iv. Lab & Test Data
 - v. Operations Data
 - vi. Activity Card, Inventory and other
 2. Customizations
 - i. Any Modifications that require UI , API or DB changes
 - ii. Any master data changes that require custom coding
 - iii. New Module development
 - iv. PBI Customization as required and / or requested by customer

Data integration plan from Gen 2 to Gen 3

San Mateo CMVCD Resources & Tasks

To be completed in Gen 2 prior to migration to Gen 3:

- Audit and review all Master Management tables
- Review and confirm Cities and Zone/SubZones
- Audit and review all Rules in Gen 2 for mapping to Gen 3
- Contact update - duplicates and need address from SR
- Pricing schedule, confirm and update
- Site Sub Type Assignment

LEA Resources and Tasked need for migration

- 9420 - SR Type "Wildlife" categories
- Site Addresses clean up (In progress)
- Duplicate site marked as inactive sites vs action
 - Merge action from inactive sites to active sites
- Confirm all Billing and invoicing features are included in Gen3 Billing feature

Multi-phase timeline for delivery

- Total time - Five (5) months (excluding any client delays)
 - Any features which were not identified and/or tested, or defects identified within 90 days of Migration completion, will be part of Managed Service support after go live
 - Sign off at the end of the migration by LEA & Customer
 - Future changes or enhancements will be estimated and charged as fixed fee. This will be executed by the 'New feature enhancement team' with requirements and quotation provided; additional Customizations, new features etc., will be estimated and charged as additional fixed fee

Pricing Summary:

MapVision	Description	Price
Gen2 to Gen3 Upgrade	MapVision TEST, PROD instance, iOS Field App & iOS ULV FC App, Tier I, II & III PBI Reporting, Setting, Master Management, Rules	\$110,000
	<ul style="list-style-type: none"> All Gen2 features referenced above & Legacy data importation <p>Note: LEA is familiar with the G2 data structure but may discover data quality issues with either spatial or data input items. As such, your support and help in confirming, identifying and correcting input data will be required. Any support beyond our initial integration efforts may result in hourly invoicing for completion of integration.</p>	
Annual License and Support Agreement	License for server and apps, servers and two hours per month, non accumulative technical support hours. Up to 100 users, automatically renewed annually (Adjusted for current SSMA paid in 2022)	\$25,000

Payment Terms & High Level Benchmark Schedule:

Benchmark	Duration Days	Description
Pre-project work	30 - In Progress	LEA: <ul style="list-style-type: none"> Site Addresses clean up (In progress) Duplicate site marked as inactive sites vs action <ul style="list-style-type: none"> Merge action from inactive sites to active sites
Pre-project work	30 - Pending	SMCMVCD: <ul style="list-style-type: none"> Establish two project SuperUsers

		<ul style="list-style-type: none"> • Audit and review all Master Management tables • Audit and review all Rules in Gen 2 for mapping to Gen 3 • Contact update - duplicates and need address from SR • Pricing schedule, confirm and update • Site Sub Type Assignment
1	1	Proposal Agreement/Contract Accepted and Executed
2	1	Invoice #1 - 50%
3	30	Servers, data loading and setting in progress
		UAT Sign Off
4	Weekly	Weekly On-line Project Meetings begin
5		Environment Setup – Server and iOS
		UAT Sign off
6	60	Essential Data Load
		UAT Sign off
7		Invoice #2 - 25%
8	30	PBI – Standard
		UAT Sign off
9	1	Go Live with Gen3 (Retain Gen2 for 60 days, provide data backup, inactivate G2 server)
10		Additional customizations if applicable
		Final UAT sign off
		Invoice #3 - 25%

Note:

- Any bugs will be fixed on us, any change order will be documented, proposal presented and if approved scheduled for after go live
- Schedule and dates are subject to change based on task changes, availability, input and other scheduling influences.
- Prices are subject to change
- Final calendar, project and Gantt chart will be provided upon approval and initial invoice
- Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the District, become its sole property and shall, at Consultant's expense, be delivered to the District or to any party District may so designate

Signatures:

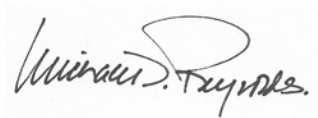
We look forward to working with you and supporting the district's efforts to integrate the best geospatial database solution and flow control system.

If you have questions on this proposal, feel free to contact me at mreynolds@leateam.com at your convenience or by phone 828-246-2111

I, _____, agree to the proposal and pricing as quoted in this document. Signed this ____ day of _____, 2022

Signature - Authorized Representative/SMCMVCD

Leading Edge Associates, Inc. agrees to the proposal and pricing amounts as quoted in this document. Signed this ____th day of _____ 2022

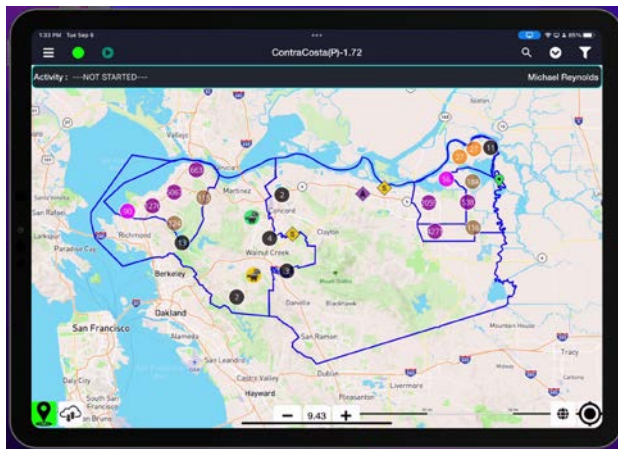
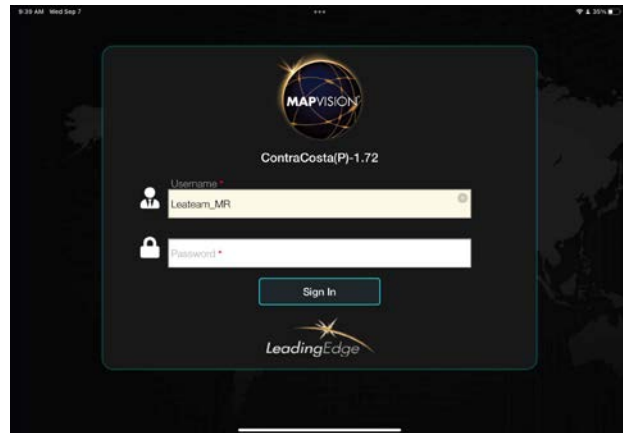


Vice President & COO
Leading Edge Associates, Inc.
Mobile: 828-246-2111
Email: mreynolds@leateam.com

MapVision iOS iPad Field App

MapVision's iOS iPad "Field App" was designed and developed with the input of vector control technicians across the US.

Created for ease of data entry and like the server or cloud version maintains a geospatial aspect to view data on maps.



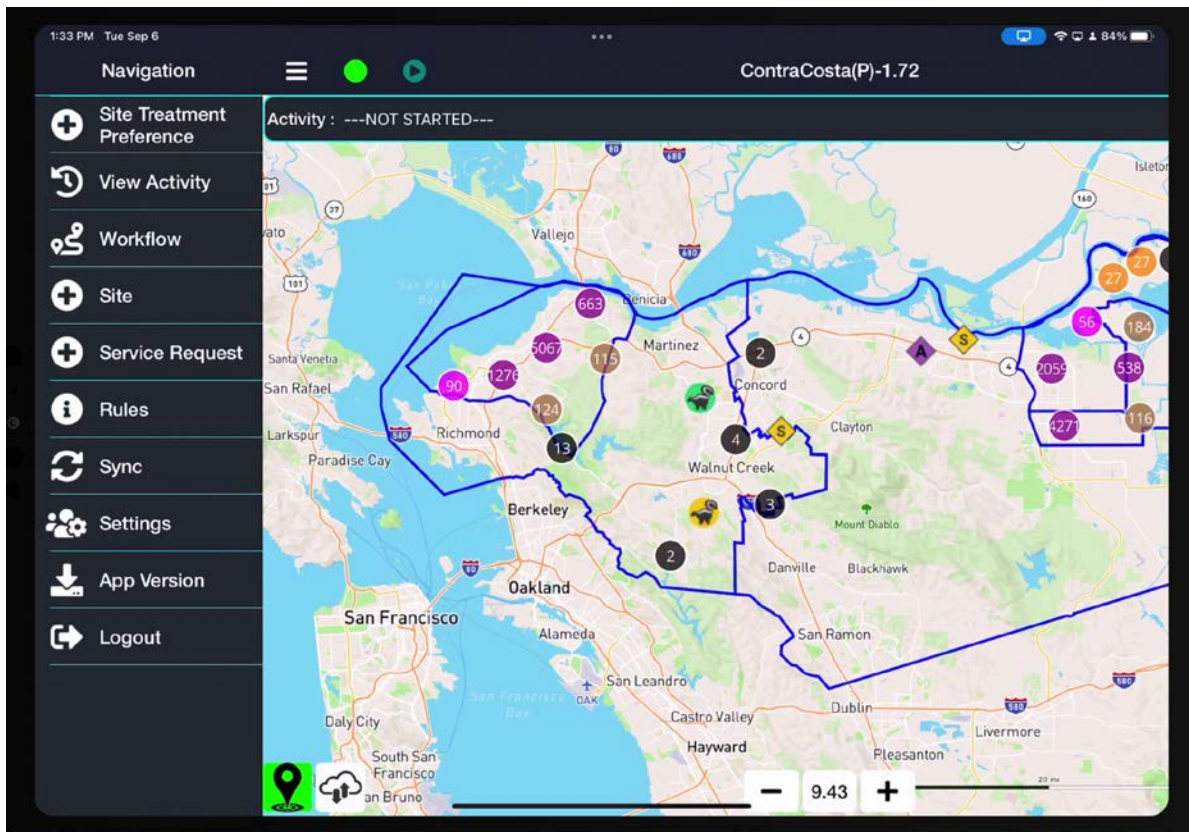
Capable of operating online or offline, the Field App provides technicians both a historical reference to past operations, data collected and analyzed by the lab such as abundance and testing outcomes, larval surveillance and past treatments.

Features:

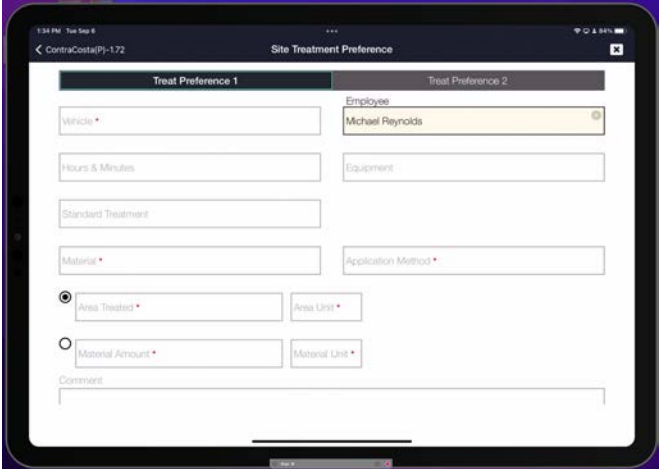
- Used across all agency departments such as;; Operations, Admin and Lab
- Automatically sync with the cloud upon signin when connected to the internet
- Version updates are provided within the app itself
- Capable of running on line and in an offline environment
- iOS based app with MapBox maps and offline tile maps as needed
- Includes AC, Zones, Site, SR, Workflow, Lab results, Historical data
- Filtering data on maps including; Zones, SR, Sites, Trap and Trap Counts
- Personalized filtering and favorites setting to load data on maps

- Search by SR ID, Site ID, Trap ID, VectorSurv Code tool
- Status bar with time, date, AC, Version #, Connection, battery level
- Tracking provided by Location services within the iOS and reflected on the server Field Map. User can see their position in real time on the app's map
- Secure, quick, user friendly and easy to use

iOS iPad Field App Menu selections:



Detailed description of iOS iPad Field App Menus:

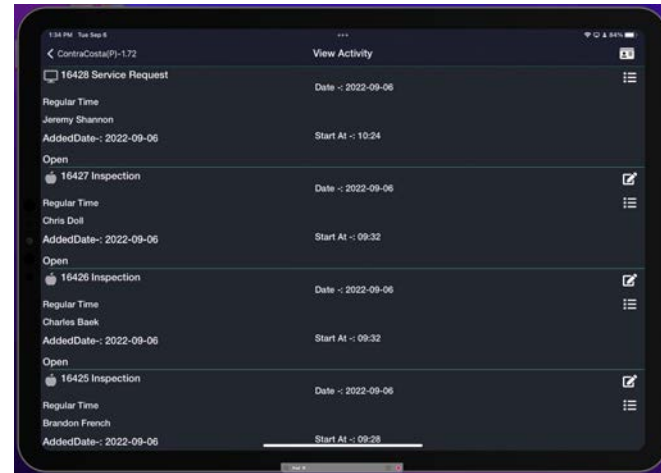
Menu	Description	Image/Example
<p>Site Treatment Preference</p>	<p>Provides two hot keys for quick treatment entries such as Catch Basin work.</p> <p>Enables users to set up two material treatment hotkeys (Treat 1 and Treat 2) for use in CB applications.</p> <p>Once saved, the user only needs to click one button to treat a CB site based on all set up data saved.</p>	

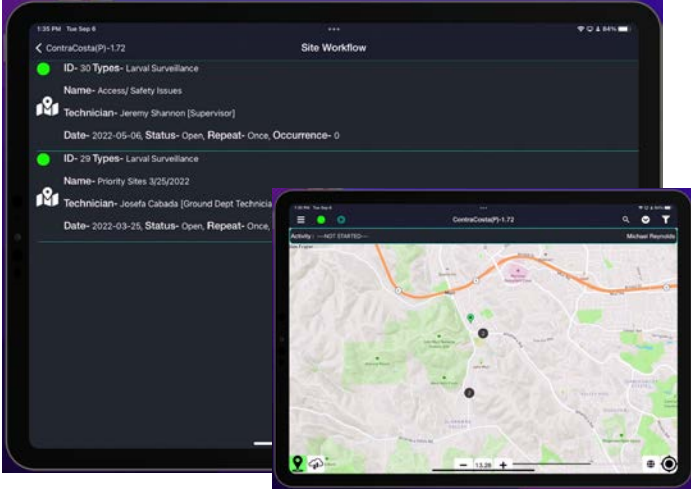
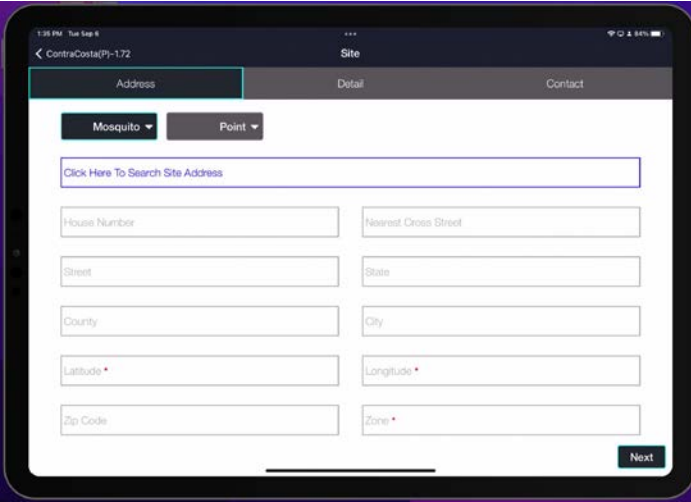
View Activity

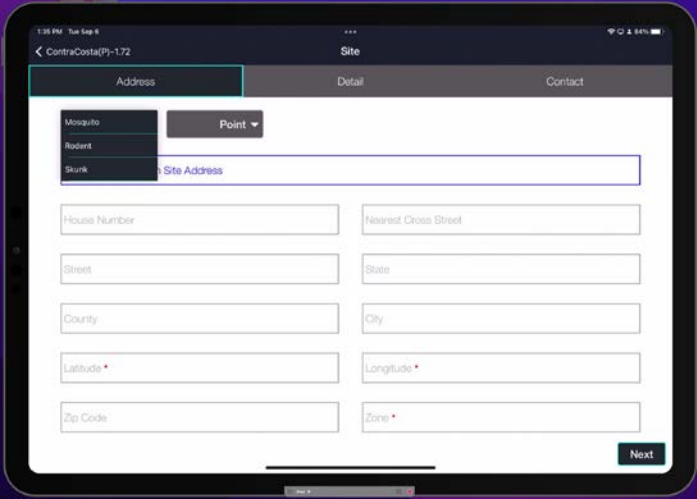
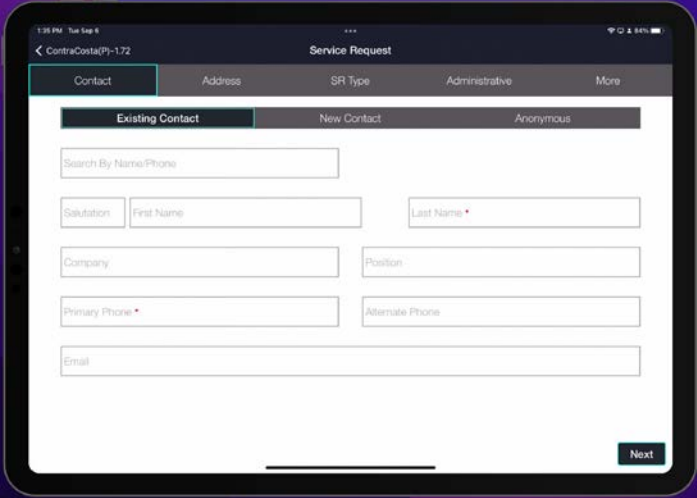
Similar AC function as server, quick recording of actions conducted at the site level simply by touching screen menu items

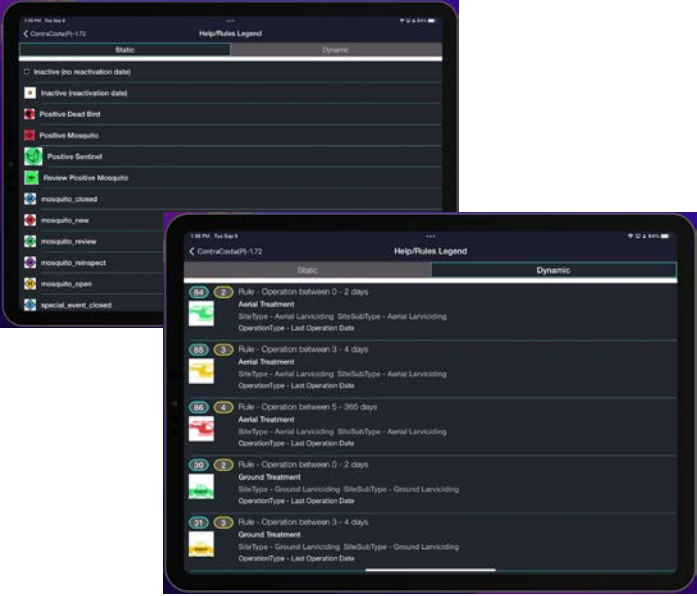
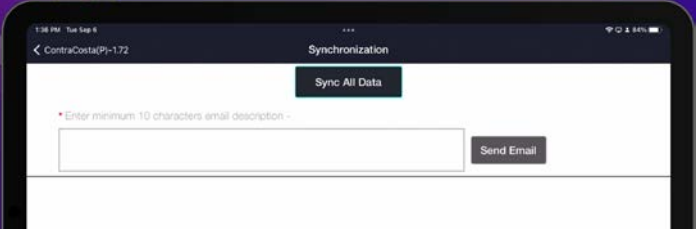
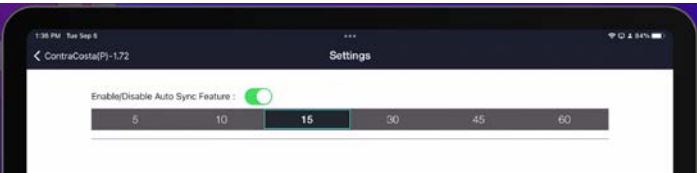
App records all “clicks” and data entry providing users a chronological review of all actions.

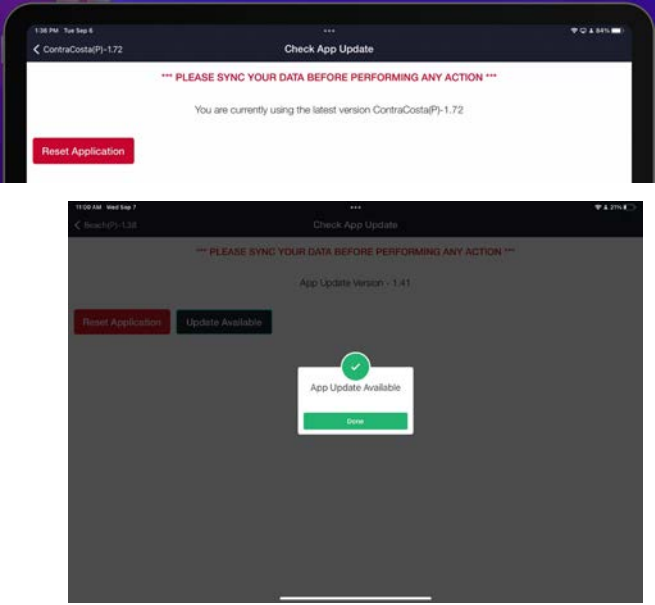
Additionally, users can select the edit icon and/or list icon to view specific entries for operations at the site level and make corrections/edits as needed.

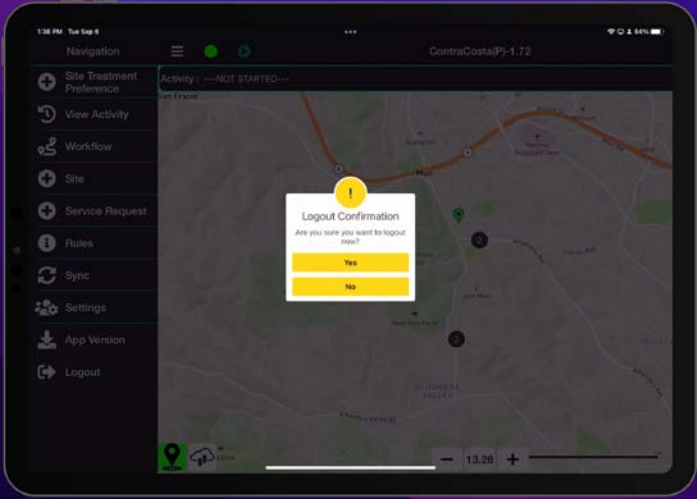
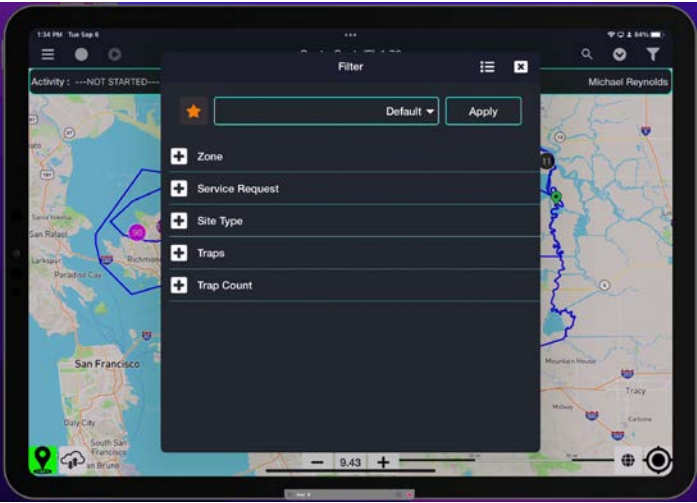


<p>Workflow</p>	<p>Receive and view work assignments from server for actions such as place/collect traps</p> <p>View tabular workflow assignments to select and map on the app's field map.</p> <p>Each site included in Workflow will appear on the map for users to open, edit, and/or record any actions.</p> <p>Once done, an administrator can close one time assignments. If the Workflow is recurring, the next scheduled assignment will appear on the Workflow list within the app and on the user's MyTask page on the server.</p>	
<p>Site</p>	<p>Complete site management system similar to the server. View existing, maintain site records and/or set up new sites as needed.</p> <p>App provides user the ability to set up site for segments (i.e. Mosquito, Rodent, Weed, etc.) and to create Point, Block and/or line sites</p> <p>Site data includes:</p> <ul style="list-style-type: none"> ● Site address/location information ● Details Page: <ul style="list-style-type: none"> ○ Site Type ○ Sub Type ○ US Waters ○ NPDES ○ Surroundings ○ Population ○ Reinspect Date 	

	<ul style="list-style-type: none"> ○ Properties ○ Hazzard/Flags ○ Gate Code ○ Has Fish ○ Owner Maintained ○ Billable ○ Spring Source Type and ○ Comments ● Contact Info if applicable 	
<p>Service Request</p>	<p>Complete SR assignment similar to server with ability to record new SR in the field as needed. Fields include;</p> <ul style="list-style-type: none"> ● Contact (Existing, New & Anonymous) ● Address ● SR Types ● Administrative ● "More" - Additional notes 	

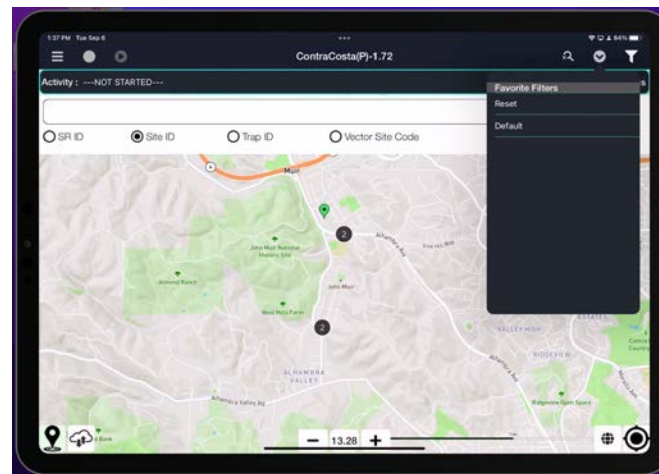
<p>Rules</p>	<p>Legend and detailed reference to Static and Dynamic icon shapes, colors and behaviors. Rules mirror the setting in Master Management > Rules.</p> <p>Icons are available as a Legend to users to provide a quick reference to their behavior and expected life cycle based on operational activity and/or efficacy of materials applied in the field.</p>	
<p>Sync</p>	<p>Provides two functions;</p> <ul style="list-style-type: none"> • Sync all data with the server and • Provide LEA with a Log File for review when an issue is observed with the app. <p>Send Email button automatically email LEA and the DEV team with the log file to diagnose reported issue.</p>	
<p>Settings</p>	<p>Manual and/or automatic sync to server. Ability to adjust sync intervals</p>	

<p>App Version</p>	<p>Users can update the iOS iPad Field App version from within the app. When advised, users can open the App Version Menu on the Field App and see the current version in use.</p> <p>If a new or updated version is provided, the user will see a pop up message and new back button to the right of the Reset Application button which when clicked will automatically update the App.</p>	
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<p>Logout</p>	<p>When the user elects to Log out, system will provide confirmation pop up for user to confirm or select No to continue to use the App.</p>	
<p>Filtering & Favorites</p>	<p>The MapVision iOS iPad Field App provides an advanced personal preference filtering tool for users to set up numerous data sets to load on the maps.</p> <p>By allowing the user to “toggle” from one filter to the next and back using the “Favorites” tool the user can load SRs from a saved filter favorite then CB or any other saved favorite.</p> <p>Filters include:</p> <ul style="list-style-type: none"> • Zones • SR Status; New, Open, Reinspect, Review & Closed • Site Types and Site SubTypes • Traps • Trap Counts (Adult Abundance by date range and/or species) 	

Once the user sets up “Favorites” using the red Star button, all the favorite lists will be noted in the dropdown, allowing the user to quickly load new data sets (icons) on the map.

- Examples of various favorites may include:
- Default - include all data sets used during the day
- SR
- CB
- Traps
- Site specific locations such as NPDES sites, or specific site sub type





MapVision Gen 2 Migration to MapVision G3

San Mateo County Mosquito and Vector Control District (SMCMVCD)

Specifications Document

September 2022

V1.0

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1 General Information

1.1 Purpose

The purpose of this functional and technical requirements document is to provide documentation on the purposed requirements, configurations and/or enhancements of the migration from MapVision G2 to MapVision G3 system, implementation and functionality for SMCMVCD.

1.2 Scope

This functional and technical requirements document will outline the features of MapVision G3, performance, security and other system requirements identified by Leading Edge Associates, Inc. (LEA) as the proposed information system solution for San Mateo County Mosquito and Vector Control District (SMCMVCD).

1.3 Identification

This specification requirement document applies to the MapVision G3 application and MapVision iOS iMobile App and **iOS ULV FC (Flow Control) App** developed for **San Mateo County Mosquito and Vector Control District (SMCMVCD)** in accordance with the requirements document and any subsequent meetings with LEA..

1.4 System Overview

The MapVision G3 system is a web-based mapping system designed to use a multifunction database, which portrays surveillance information over GIS imagery providing current data of operational/managerial decisions and monitoring of assets. The MapVision® iMobile app is an extension of the browser based system, designed for technicians in the field. The app is capable of operating on or offline and provides data and information specific to some operational tasks in the field (Excluded maybe SR and others). **MapVision ULV Flow** app provides an interface with the ULV systems and collects data for MapVision server.

- iOS ULV Flow Control App – four (4) units
- LEA recommends iPad Mini or iPad 9.7” with Otter box protective case. Minimum iPad specifications of 64GB, WIFI and Cellular. SMCMVCD will procure iPad and cases.

1.5 Architecture Overview

MapVision G3 uses Microsoft Azure server systems, a three layer architecture including web, application and database servers for the application developed in PHP and MySQL/PostgreSQL. Privately hosted on Tier IV cloud data centers with backup to both short term and long term storage in the same or different Tier IV data centers.

1.6 Project Objectives

1. Migrate SMCMVCD from MapVision G2 to G3

2. Provide geo-spatial visualization of locations on a map and satellite image, along with attributes, status, alerts, and historical activities for defined locations
3. Provide simple, complete, and error-free input of field and lab data from any location, in the field or on-site at the District headquarters
4. Provide real-time and robust access (and updates) to field and lab data
5. Migrate existing **Tier I standard reports, Tier II and Tier III Dashboards/Tiles/Report into MS Power BI**
6. Track time and activity for field personnel and provide timesheet reports
7. Provide My Tasks with the ability to manage common tasks
8. Integrating historical data to MapVision G3
9. Train field personnel and other staff to use, and if appropriate, maintain the new data management system

1.7 Leading Edge Associates, Inc. - Points of Contact

Contact	Organization	Phone	Email	Oversight Function
Mike Reynolds	LEA	828-246-2111	mreynolds@leateam.com	Project management
Bill Reynolds	LEA	407-468-0008	breynolds@leateam.com	Technical advisor
Piper Kimball	LEA	707-484-6937	piper@leateam.com	Lab and surveillance advisor
Mridula Sinha	LEA	848-248-1302	Mridula.s@orioninc.com	Project management

1.8 Revision History

Revision, date and change history of this document – LEA will maintain issues and track revisions in the Redmine project management software

2 System Requirements

2.1 Required States and Modes

The user interfaces with the MapVision G3 System through Chrome Internet browser or the Field App, a custom iOS application. The browser interface accesses a Leading Edge domain specifically configured for **SMCMVCD**. Both public and private access will be supported. The entry point will be a logon page. Individuals may proceed to the public pages by clicking a menu button from **SMCMVCD** webpage after the link is provided by LEA and installed by **SMCMVCD**'s webmaster.

The primary feature on the web pages is a Map API. The map is updated periodically and also in response to user input. The public user will be able to view public treatments based on the

SMCMVCD's transparency protocols and request service. The authorized user will be able to perform activities based on an assigned privilege permission level. Based on those privileges, the authorized user may view/edit trap data, landing rate counts, treatments and service requests.

The second interface is through an iOS application. This application is designed to be executed on an iPad either offline or connected to the Internet through a cellular data network and utilizing "location" services within the iOS system.

Leading Edge will provide a vendor/contracted hosted solution, MapVision on Microsoft Azure cloud. MapVision is primarily hosted in Eastern US region; however it is natively available through Microsoft Azure cloud in 58 regions around the world across six continents. MapVision a highly available, reliable, scalable and flexible application, that takes advantage of multi-layered security provided across physical datacenters, infrastructure and operations of Microsoft Azure.

2.2 Security and Privacy Requirements

- System will provide SSL standard security technology for establishing an encrypted link between a webserver and a browser. This link will ensure that all data passed between the web server and browsers remain secure

- Technology Stack:

Hosting /Infrastructure	Azure
Mobile	iOS
Databases	PostgreSQL + POSTGIS, MySQL, SQLite
Source Code Control	Subversion, TFS , GIT
Map API	MapBox
Operating System	Linux, iOS, Widows
Business Intelligence	Microsoft Power BI
Development Languages	Angular JS, CSharp, DotNet
Other Tools	QGIS, Putty, PgAdmin, MySQL Workbench, FileZilla

- System will provide limited audit trail and track user login history to include: Username, IP address, log in time, log out time and total time online
- Integrated technical safeguards to ensure a high level of privacy and security, including:
 - Back end server(s), including data encryption and transmission
 - Administrator controlled username and password access
 - Automatic timeout/log-off
 - Administrator controlled user level read, write, edit and delete capabilities
 - Administrator controlled user level module and sub-module access

2.3 Environmental Requirements

- MapVision users access the internet Chrome browser application specifically in a standard office environment
- Updates are done to maintain the integrity of the system such as software version updates, bug fixes, etc. and are included as part of the Service, Support and Maintenance Agreement (SSMA). (This agreement will be provided for review and execution upon approval of purchase)
- As enhancements are requested, they will be defined and a quote will be provided. Once approved by SMCMVCD, the enhancement will be added to the project and developed and demonstrated for user acceptance after the Go-Live date. .
- Computer Equipment Resource Requirements
 - LEA recommends new iPad Pros with WIFI + Cellular capabilities, a minimum HD of 128GB, Space Gray.
 - Warranty provided by manufacturer.
 - Additional purchase of protective, water and impact resistant cases (Otter Box) are recommended.
 - Existing iPads owned by customer will need to be evaluated by LEA for use with MapVision iOS Field App and ULV FC App
 - SMCMVCD will procure the iPads.

2.4 Personnel-related Requirements

- The personnel using the system may include General Manager, Assistant Manager, Laboratory Staff, Field Operations Staff, Administrative Staff and other authorized personnel.
- SMCMVCD will identify as many “SuperUsers” as they would like to participate in the project development, UAT and be a resources for other team members.

2.5 Training-related Requirements

- Installation and training will be in groups and on a one on one basis with an onsite visit. Training will also be provided during the project during weekly online project meetings
- Super Users will be assigned at the start of the project to follow through with District staff training, feedback and testing.
- Web-access to training videos via a private YouTube channel will be created once the software is compatible for testing.
- Demos of new enhancements or features will be made available as a group webinar to users as those become available
- Group and individual training will be provided along with a detailed schedule prior to scheduling dates via web-based conferencing and access to Leading Edge’s YouTube Video Library
- MapVision G3, iOS Field App, iOS ULV FC onsite training, up to 4 days on site will be scheduled to include hardware installation and training related to the ULV systems.

3 Qualification Provisions

Qualification refers to the means by which a requirement is proved to be satisfied. Qualification methods may include:

- Demonstration – an operation that relies upon an observable functional operation and does not require the use of instrumentation, special test equipment, or subsequent analysis
- Test – operation that uses instrumentation or other special test equipment to collect data for later analysis
- Analysis – processing of accumulated data obtained from other qualification methods
- Inspection – a visual examination of code, documentation, etc.

Leading Edge developers will initially create a DEV MapVision G3 and a TEST MapVision G3 web instance which will be used for development, data integration, testing and training. Prior to the go live date, the developers will, in conjunction with **SMCMVCD** provide data catch up activities, create a TEST and PROD instance for go live.

Testing methodology - Leading Edge developers follow tried and tested Agile development methodology with short, incremental development cycles of approximately two weeks, demonstrating the progress and seeking customer feedback at the end of each cycle. There will be an initial phase of four to six weeks of initial setup after which the development team will get into two week sprints. We will have environments setup for our customers to test the work performed and provide constant feedback which lets us adjust and adapt to changes.

Customer engagement and constant feedback has proven to be the most important aspect of our risk mitigation.

4 High level timeline phases:

4.1 Phase 1- Documentation

- Specification requirements document to include selected customizations/options
- Finalize all documents, invoicing schedule and **SMCMVCD** agreements
- Implementation plan, Gantt chart schedule
- Initially bi-monthly meetings, thereafter begin weekly web-based conference calls
- Establish data repository and Redmine issue tracking system

4.2 Phase 2- Server, Security and Backups

- Create Development (DEV), Testing (TEST) instance, and toward end of project the live (PROD) instance
- Azure app services creates periodic backup by default
- Create threshold based alarms for CPU and RAM usage

- Data integration by LEA; with **SMCMVCD** support, LEA will retrieve data from existing MapVision G2 system and via “scripts” provide data integration and data catch up prior to Go Live over the course various phases throughout the project. (LEA is not responsible for any “bad” and/or corrupt data)
 - **LEA will provide schedule as well as catch up period and verification. This will happen in stages;**
 - **initial on-boarding process will include; Sites, SR Questions and Master Management data**
 - **This is followed by Operationalal data such as site visits, treatments, and lab.**
 - **All other data, including legacy data will follow go live date**
- Set up initial passwords and server security
- Map location center over **SMCMVCD** area/headquarters

4.3 Phase 3- MapVision Server and iOS App Functionality

- **SMCMVCD** to validate all tables retrieved from MapVision G2, menus and “set up” data to include but not limited to Users (employees), Materials, System Management Data, Inventory, Vehicles, Equipment, Permissions and zones.
- **SMCMVCD** to provide any updates to shapefiles for all zones and sub zones and parcel data

4.4 Phase 4- Testing and Feedback

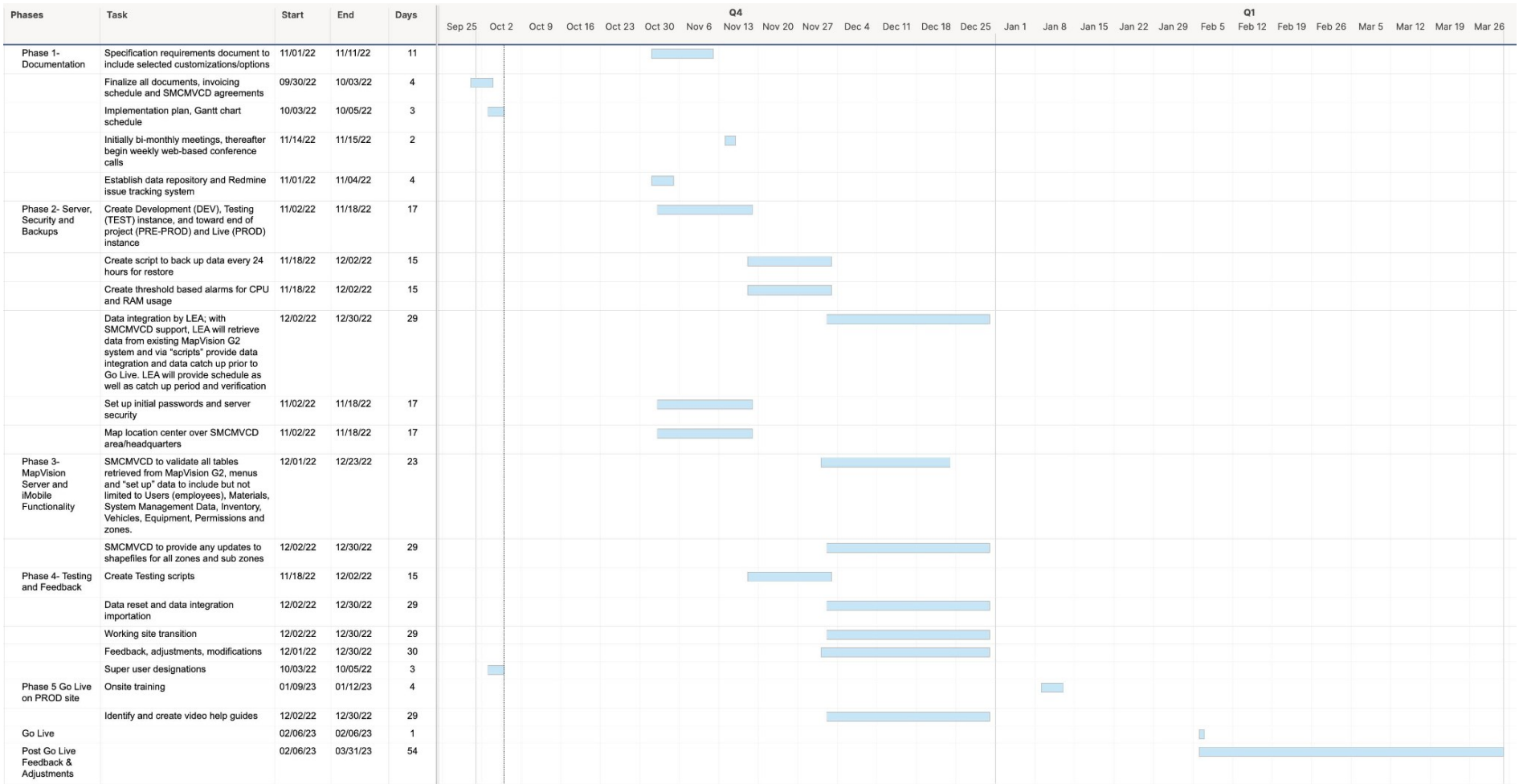
- Create Testing scripts
- Data reset and data integration importation
- Working site transition
- Feedback, adjustments, modifications
- Super user designations

4.5 Phase 5 Go Live on PROD site

- Onsite training
- Identify and create video help guides
- Go Live

MapVision® G3 Requirements Specification

o High Level Timeline example: This was created in SmartSheets and will be amended and refined as we finalize plans and throughout the project



5 Menu & Capability Requirements

5.5 Software Requirements Specification

MapVision Server Functionality				
Menu Levels				

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Notes		
---------	---------	---------	---------	---------	---------	-------	--	--

Main Left Panel Menu

Home Dashboard	<ul style="list-style-type: none"> SR Assigned Alerts Positive Dead Bird Alert Service Requests Announcement Positive Mosquito Pool Brief MyTask list Low Inventory Alert
My Tasks	<ul style="list-style-type: none"> Service Requests Activity Card Lab/Surveillance Workflow

- Can SR assigned alerts show more than just the most current SR

Proceed with Gen3

Users	View Users:	Add functionality Active functionality Inactive functionality PDF & Excel Download Simple search functionality Advance search functionality Edit functionality Active link functionality Inactive link functionality All link functionality Column filters & Sorting
	Access Group	Add functionality Active functionality Inactive functionality Simple search functionality Column filters & Sorting
	User Preferences	Map Styles: <ul style="list-style-type: none">● Satellite● Centering on● User Tracking● Stop clustering zoom level● Display Field Map hover window Zone Boundary selections

- KML Layer selection
- Site - Types & Sub Types
- Service Request Status
- Others:
 - Sites - Inactive
 - Site Blocks
 - Treatment Plan
 - Trap
- Date Interval:
 - Positive Carcass
 - Positive Mosquito
 - Positive Sentinels
 - Treatment Plan
 - Service Request
- Mail Settings
 - New SR Assigned
 - Daily email for assigned open/reinspect SR
 - Weekly email (Mondays) for upcoming reinspect SR

Customers

View Customer

- Add Customer
- Active/Inactive
- PDF & Excel Download
- Simple search functionality
- Advance search functionality
- Column filters & Sorting

Price Schedule

Edit & Trash buttons

Add Customer
Active/Inactive
Simple search
functionality
PDF & Excel
download
Edit row buttons

Contacts

Add Contact

Add functionality
Add functionality
PDF & Excel
download
Column filters &
Sorting
Simple search
functionality
Advance search
functionality

View Contact

Add functionality
Add functionality
PDF & Excel
download
Column filters &
Sorting
Simple search
functionality
Advance search
functionality

Sites

Add Site

Add functionality:
Point, Block, Route
(Line) Site

- Location
- Details
- Contact
- Inactivity History

Mapping
functionality:

- Map Selected
- Map Filtered
- Send Direction

PDF & Excel
Download
Send directions by
Site Row

Search functionality

Advance Search

Column filters &
Sorting

View Site

Search functionality

Advance Search

PDF functionality

Excel functionality

Workflow

Close workflow
button

Map, Edt, Trash
buttons

Column filters &
Sorting

Activity Card

Add Activity Card

- Select:
- Action Type
 - Vehicle
 - Start Time
 - Hours Type

View Activity Card

- Approve selected Activity Card
- Add New “+”
- Advanced Filter Search
- PDF & Excel Download
- Sign-in Location indicator
- Edit & Trash Buttons
- Column filters & Sorting
- Expand Row “+”
- Edit entry once expanded

Service Requests

Batch SR Assignment Tool

- Street or Satellite View of Map
- Filter SR Status:
 - Unassigned
 - Open & Pending Reinspection

Type of SR and questions to be verified by customer. Include Mosquito, Special Events, etc. Changes made to existing system will be migrated to Gen3 system

RM 9420 - SR Types “Wildlife”

RM 9389 - Pending Status category with icon/rules

RM - Rodent Report

- Open Unresponded
- “Laso” or create block around SR to select and reassign

Pending Public Queue:

Convert to internal SR functionality

PDF & Excel Download
Column filters & Sorting

View Public Page

Map functionality
Satellite functionality
To submit Service Request functionality
Address submission window

Map functionality
To submit Service Request functionality

Anonymous
Contact Info
Contact Address
SR Types

Specific data, planned and completed missions illustrated on Public Map Page to be defined by SMCMVCD
Provide “Find my address” button

Specific data, planned and completed

missions illustrated on Public Map Page to be defined by SMCMVCD

Inventory Mgmt.	Inventory Item Lot	Add functionality PDF & Excel Download Actions/Edit Column filters & Sorting		
	Inventory Reconciliation List	Edit functionality Column filtering & Sorting Excel & PDF Download buttons t	End Date, Reconciled On and Title Fields Link to each item	
	Manage item	Search by Trade/Item <input type="text"/> Inventory Item ID	Current Available in Warehouse, Including all lot transactions	Click to view location Summary

Settings	Super Admin Settings		
	Email	<ul style="list-style-type: none"> From Email Name Administrator Email ID Mail Footer Mail Header Save Changes 	

Power BI	Power BI Embed URL
Public Map	<ul style="list-style-type: none"> ● Planned Treatment Polygon check Y/N ● Planned Treatment Polygon within the next days (Aerial) - Enter # Days ● Planned Treatment Polygon within the next days (Ground) - Enter # Days ● Past Mission - Treatment Polygon - Check Y/N ● Past Mission Treatment Polygon in past days (Aerial) - Enter # Days ● Positive Bird Data in Current Year - Check box Y/N ● Past Mission - Treatment Polygon in Past Days (Ground) - Enter # Days ● Positive Mosquito pool data in the current year - Check Y/N ● Aedes Aegypti presence in a trap in current year - Check Y/N ● SR Form Success Message - Enter message ● SR Form Fail Message - Enter Message ● SR Form Duplicate Entry Message - Enter Message ● Service Request Message - Enter Message ● Legend Text Positive Mosquito - Enter Message ● Legend Text Positive Bird - Enter Message ● Legend Text Aedes Aegypti - Enter Message ● SR Form Success Additional Link - Enter link ● Legend Text - Planned Treatment (Ground) - Enter text ● Legend Text - Planned Treatment (Aerial) - Enter Text ● Legend Text - Past Mission/Treatment (Aerial) - Enter Text ● Legend Text - Past Mission/Treatment (Ground) - Enter Text ●
Site	<ul style="list-style-type: none"> ● Possible pre-existing site matches within (Ft) - Enter Value ● Activity Card - Possible pre-existing site matches within (Ft) - Enter Value

- Operation identification/Permit Number - Enter Value
- Default Site Type for Mosquito Service Request - Select from Dropdown which originates from Master Mangement > Site Type
- Default Site Sub Type for Mosquito Service Requests - Select from Dropdown which originates from Master Mangement > Site Sub Type
 - Default Site Type for _____(i.e. Segment) Service Request - Select from Dropdown which originates from Master Mangement > Site Type
 - Default Site Sub Type for _____(i.e. Segment) SService Requests - Select from Dropdown which originates from Master Mangement > Site Sub Type
- Default Site Property for Service Request - Select from Property List which originates from Master Management > Properties

General	Support Phone # - Enter Value
---------	-------------------------------

- | | |
|------------|---|
| Appearance | <ul style="list-style-type: none"> ● Max No of Records in Exce - Enter Value ● No of Records Per Page - Enter Value ● Max No of Records In PDF - Enter Value |
| Invoice | <ul style="list-style-type: none"> ● Invoice Footer - Enter Text |

County Specific Info	License Number Couty Number Enter Values
----------------------	--

- | | |
|---------|--|
| IOS Map | <ul style="list-style-type: none"> ● Street Max Zoom Level ● Street Map ● Street Min Zoom Level ● Satellite Min Zoom Level |
|---------|--|

MapVision® G3 Requirements Specification

			<ul style="list-style-type: none"> • Satellite Max Zoom Level • Satellite Map
Surveillance	Abundance and Pools Map	<ul style="list-style-type: none"> • Map, Filter and Tabular View • Map View: Satellite or Street • Zoom +/- 	<p>Please duplicate from Contra Costa's MapVision system</p>
		<p>Advance Search:</p> <ul style="list-style-type: none"> • Side ID • Trap ID • XRef • VS Code • City • Zone • Trap Type • Trap Placed Date • Trap Collected Date 	<p>Upon filtering, Tabular entry includes:</p> <ul style="list-style-type: none"> • Trap ID • Trap Type • Site ID/Name • Placed Date • Collected Date • Counted On Date • Mosq Y/N • Trap Condition Dropdown selection • VectorSurv Check Box Y/N • Malfunction Check Box Y/N • Notes • Lab Wor Complete check box • Save
			<p>Record via Species list</p> <ul style="list-style-type: none"> • Male • F-Mixed • F- Unfed • F- Blood Fed • F- Gravid • Sum F • F-in-Pool • Trash icon • Add Row + <p>Add Pools</p> <ul style="list-style-type: none"> • Pool ID • Species Dropdown Selection • Trap Selection (Auto Subtracts) • No of Mosquitos • Sex/Condition • Pool Size • Trash • Add Row +
	Adult Trap Identification	Advanced Filter Search	

<p>PDF & Excel Download</p> <p>Add new</p>	<p>Table includes:</p> <ul style="list-style-type: none"> Action Buttons; Trash, Edit & + for adding Heightened Surveillance Plan Zone Male & Female Count Lab Work Complete Y or N Comments 	<p>Column Headers:</p> <ul style="list-style-type: none"> ID Vector Surv Site Code Trap Type Employee Trap Placed Trap Collected Site Name City 	<p>Double Click on a row to view:</p> <ul style="list-style-type: none"> Trap Details, Lab Data & VectorSurv Tab with specific details of trap, map, data and VS data
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<p>Heightened Surveillance</p>	<p>Advanced Filter Search</p> <p>PDF & Excel Download</p>	<p>Tabular Data includes:</p> <ul style="list-style-type: none"> Actions; Edit HS ID Site ID Address Issue Comment Created Date Radius No of Traps Trap Placed 	<p>Double click on a row to view:</p> <ul style="list-style-type: none"> HS Details Inset map of location Save & Preview Close Save & Generate HS
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<p>Larval Sample Identification</p>	<p>Advanced Filter Search</p> <p>PDF & Excel Download</p>	<p>Tabular Data includes:</p> <p>Action buttons;</p> <ul style="list-style-type: none"> Edit Create HS Plan "+" 	<p>Column Headers:</p> <ul style="list-style-type: none"> Larval ID Xref # Activity ID Action Avg Larvae/Dip Total Larvae Eggs Pupae
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Column Filters and Search	<ul style="list-style-type: none"> • Site ID • Site Name • SR ID • Dips • Employee 	<ul style="list-style-type: none"> • Lab Work complete Y/N • Date/Time • Notes
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Manage Carcass	<p>Advanced Filter Search PDF and CSV Download Column Filters and Search Actions: Edit & HS Link</p>	<p>Column Data:</p> <ul style="list-style-type: none"> • Actions • Lab Results • ID • Action • SR ID • VectorSurv Gate • Address • Zone • City • Surroundings • Species • Employee • Notes • Carcass Found • Carcass Tested • Lab Work Complete • Date
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Manage Pool Test	<p>Advanced Filter Search PDF and CSV Download Column Filters and Search Actions: Trash, Edit & HS Link</p>	<p>Column Data:</p> <ul style="list-style-type: none"> • Actions • ID
------------------	--	---

		<ul style="list-style-type: none"> ● Trap ID ● Site ID ● VectorSurv Gate ● VectorServ Site ● Trap Type ● Employee ● Pool Created ● Species ● Agent (Status) ● Notes
Tick Pools/Test List	<p>Advanced Filter Search PDF and CSV Download</p> <p>Column Filters and Search</p> <p>Actions: Trash, Edit & HS Link</p>	<p>Column Data:</p> <ul style="list-style-type: none"> ● Actions ● Pool ID ● Tick ID ● Block ID ● Block Name ● Site ID ● Employee ● Date Created ● Species ● Type ● Pool Quantity ● Agent ● Notes
Sentinels Collections and Testing List	<p>Add New Entry “+”</p> <p>Advance Filter Search PDF and CSV Download</p> <p>Column Filters and Search</p>	<p>Column Data:</p> <ul style="list-style-type: none"> ● Actions ● ID

	<ul style="list-style-type: none">● VectorSurv Sentinel ID● Year● Site ID● Site Name● City● Zone● Collection Data● Comments
Actions: Edit & Trash	

Sentinel Flocks/Bands	Add New Entry “+”	Column Data: <ul style="list-style-type: none">● Actions● ID● VectorSurv Site Code● VectorSurv Flock ID● Year● Site ID● Site Name● City● Zone● Bands● Status (Active/Inactive)
	PDF & CSV Download	
	Column Filters and Search	
	Actions: Edit & Trash	

Tick Surveillance List	Add New Entry “+”	Column Data: <ul style="list-style-type: none">● Actions● ID● Employee● Tick Collection● Block Name● Site ID● Site/SR Name● Address● City
	PDF & CSV Download	
	Column Filters and Search	

Actions: Edit & Trash

- Zone
- Pool

Manage Rodent

Use new form provided by San Mateo

Heightened Surveillance

Add New Entry “+”

PDF & CSV Download

Column Filters and Search

Actions: Edit

Column Data:

- Actions
- ID
- Site ID
- Address
- Issue
- Comment
- Created Date
- Radius

GAP?

Resistance Test

Add New

Column Filter & Search

PDF & CSV Download

Actions: Delete, Edit, Trash

Column Data:

- ID
- Date
- Year
- Tested By
- Species
- Material
- Zone
- Site ID
- Site Name
- Site Address
- City

Discuss with SM to retain Larval Resistance. Otherwise deploy when new Larval & Adult Resistance is created for Gen 3

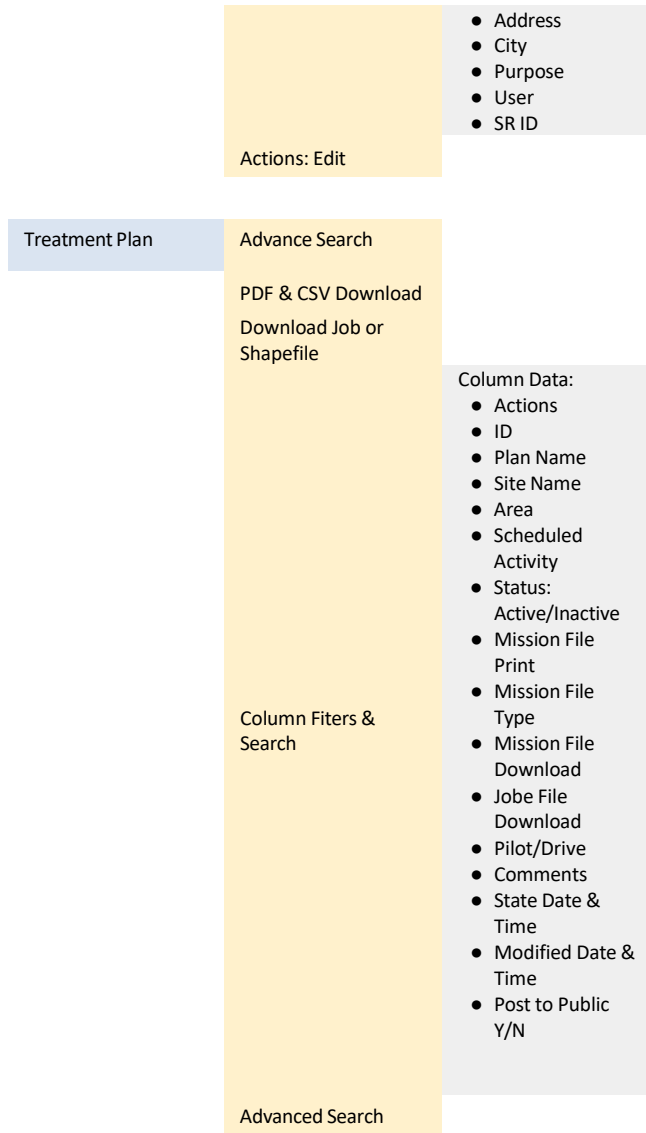
Not used in G2, not needed in G3 at this time!

MapVision® G3 Requirements Specification

GAP	Parcel Inspection Plan	<p>Add</p> <p>PDF & CSV Download</p> <p>Actions: Delete, Edit Column Filter & Search</p>	<p>Column Data:</p> <ul style="list-style-type: none"> ● ID ● Site ID ● Added Date ● Radius ● No of Teams ● Team Members 	Parcel APN	<p>* Obtain current Parcel Data from San Mateo - Parcel integration provides the user the ability to view each parcel boundary and associated information on the technicians' field map. All site(s) within a parcel boundary will be linked to the parcel ID. The parcel information will also be associated with the Swimming Pool Imagery Classification Workflow (if available).</p>
NO LONGER USED	Field Link Parcel Inspection	<p>View on Map</p> <p>Actions: Edit</p>		Explain to Casey	
Operations	Route	<p>Route List</p> <p>Map Selected</p>	<p>Column Data:</p> <ul style="list-style-type: none"> ● ID ● Name ● Length ● Comments ● Date 		
	Treatment Item	<p>Advanced Search PDF and CSV Download</p> <p>Column Fiter & Search</p>	<p>Column Data:</p> <ul style="list-style-type: none"> ● Actions ● ID ● Date ● Start ● End ● Material 		

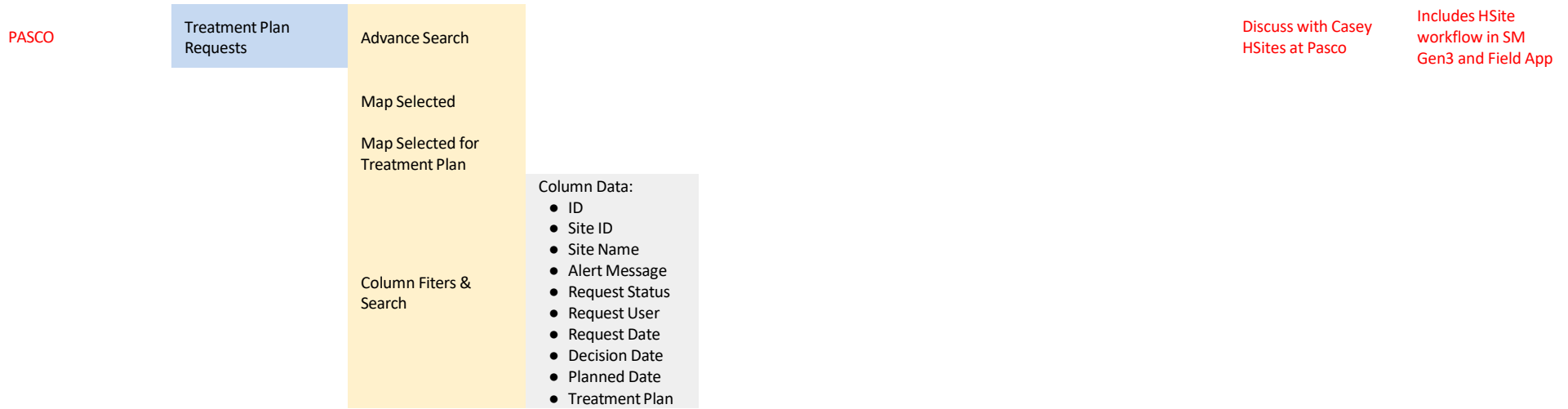
	<ul style="list-style-type: none">● Ingredient● Max● Min● Equipment● Amount● Area● Item Actual App Rate● Material Target App Rate● Site ID● Site Name● Xref● Address● City● Purpose● User● SR ID
Actions: Edit	

Treatment Material	Advanced Search PDF and CSV Download	
	Column Fiter & Search	Column Data: <ul style="list-style-type: none">● Actions● ID● Date● Start● End● Material● Ingredient● Max● Min● Equipment● Amount● Area● Item Actual App Rate● Material Target App Rate● Site ID● Site Name● Xref



**Aerial & Ground
Workflow**

MapVision® G3 Requirements Specification



MapVision® G3 Requirements Specification

	PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions: Edt & Trash● ID #● Title● Description● Status
Application Type	Add New Set Active/Inactive Actions: Edit & Delete PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions● ID #● Title● Status
Bird Status	Add New Set Active/Inactive Actions: Edit & Delete PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions● ID #● Description● Status
Breeding	Add New	

Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download
Column Sort and
Search

- Actions
- ID #
- Name
- Status

Calibration

Add New

Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download
Column Sort and
Search

- Actions
- ID #
- Date
- Equipment
- User
- Equip Capacity
- Tip
- Make
- Size
- Swath Width
- Pump
- Pressure
- Flow Rate Run 1
- Flow Rate Run 2
- Flow Rate Run 3
- Avg Flow Rate
- Avg
- Added Date
- Status

City

Add New

Set Active/Inactive Actions: Edit & Delete PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions: Edit & Trash● ID #● City● City Code● County● Default Y/N● Status
--	---

County	Add New Set Active/Inactive Actions: Edit & Delete PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions: Edit● ID #● County● County Code● State● Default Y/N● Status
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Equipment	Add New Set Active/Inactive Actions: Edit & Delete PDF & Excel Download Column Sort and Search
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- Actions: Edit & Trash
- ID #
- Equipment Code
- Description
- Year
- Model
- Inc State
- Date of Purchase
- Purchase Cost
- Category
- Field Use
- Service Start
- Service End
- Purpose
- Display on Site Treatment
- Status

Holiday

- Add New
- Set Active/Inactive
- Actions: Edit & Delete
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit
- ID #
- Title
- Date
- Status

Inventory Reconciliation Variance List

- Add New
- Set Active/Inactive
- Actions: Edit & Delete

PDF & Excel
Download
Column Sort and
Search

- Actions: Edit & Trash
- ID #
- Variance Reson
- Status

Issue Type List

Add New
Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download
Column Sort and
Search

- Actions: Edit & Trash
- ID #
- Name
- Status

Item Master

Add New
Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download
Column Sort and
Search

- Actions: Edit & Trash
- Estimated Inventory;
 - Manage
 - Add Lot
- ID #
- Trade name
- Unit

- Application Type
- Actively Used
- Is Tracked?
- Registration
- Common Name
- Description
- Registrant

KML

- Add New
- Set Active/Inactive
- Actions: Edit & Delete
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID #
- Name
- Show in Field Map Yes/No
- Default Display Y/N
- Added Date
- Status

Pasco

Larval Surveillance Range List

- Add New
- Set Active/Inactive
- Actions: Edit & Delete
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID #
- Range Start
- Range End

- Status

Maintenance

- Add New
- Set Active/Inactive
- Actions: Edit & Delete
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID #
- Name
- User
- Type
- Action
- Description
- Hours
- Mileage
- Service Date Time
- Next Service Date
- Added Date
- Status

Maintenance Sub Type

- Add New
- Set Active/Inactive
- Actions: Edit & Delete
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID #
- Type
- Sub Type

MapVision® G3 Requirements Specification

- Created Date
- Status

Maintenance Type

- Add New
- Set Active/Inactive
- Actions: Edit & Delete
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID #
- Type
- Created Date
- Status

GAP?

Merge Site

Not required in G3 per discussions with SM and LEA. Will handle on backend if needed

Material Master

- Add New
- PDF & Excel Download

- Actions: Edit & Trash
- ID
- Trade Name
- Application Type
- Material Code
- Unit of Measure
- Actively Used
- Report to State
- Billable Y/N

Notification Type

Add New
Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download
Column Sort and
Search

- Actions: Edit & Trash
- ID
- Name
- Type
- Code
- Description
- Status

Notification Users

Add New
Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download
Column Sort and
Search

- Actions: Edit & Trash
- ID
- Type
- User

Pathogens

Add New
Set Active/Inactive
Actions: Edit &
Delete
PDF & Excel
Download

Column Sort and Search	<ul style="list-style-type: none"> • Actions: Edit & Trash • ID • Title • Surveillance Type • Status • Calsurv Status
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Population Classification	<ul style="list-style-type: none"> • Add New • Set Active/Inactive • Actions: Edit & Delete 	<ul style="list-style-type: none"> • Actions: Edit & Trash • ID • Name • Status
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GAP

Pool Classification Types	<ul style="list-style-type: none"> • Add New • Set Active/Inactive • Advance Search • PDF & Excel Download • Column Sort and Search 	<ul style="list-style-type: none"> • ID • Pool Classification Type • Pool Image Folder Link
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Not Required for San Mateo G3 at this time. Associated with Pool Classification and Parcel on Main Menu (Alameda)

- Status

Pasco

Positive Radius	Add New	<ul style="list-style-type: none"> ● Actions: Edit & Trash ● ID ● Title ● Surveillance Type ● Status ● Calsurv Status
	Set Active/Inactive Advance Search PDF & Excel Download Column Sort and Search	

Rules	Site Rules or Other Rules (Static: Legend Name and image/icon))	<ul style="list-style-type: none"> ● Actions: Edit & Trash ● ID ● Priority ● Site Type ● Site Sub Type ● Description ● Image (icon) ● Operation Type ● Operations ● Rule
	Add New PDF & Excel Download Column Sort and Search	

Add icons for Residual "R30, etc." like Pasco

MapVision® G3 Requirements Specification

GAP

Rodent Pathogens

Add New
Set Active/Inactive
Advance Search
PDF & Excel
Download
Column Sort and
Search

- Columns:
- Actions: Edit & Trash
- ID
- Title
- Status

Sample Type

Add New
Set Active/Inactive
Advance Search
PDF & Excel
Download
Column Sort and
Search

- Actions: Edit & Trash
- ID
- Sample Type
- Surveillance Type
- Status
- Calsurv Status

Sentinel Pathogen
Positive Radius List

Add New
Set Active/Inactive

	PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions: Edit & Trash● ID● Type● File Extension● Status
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Site Document Type	Add New Set Active/Inactive Advance Search PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions: Edit & Trash● ID● Type● File Extension● Status
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Site Flag List	Add New Set Active/Inactive Advance Search PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none">● Actions: Edit & Trash● ID● Name● Status
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Site Property

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Property
- Status

Site Sub Type

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Site Sub Tupe
- Site Tupe
- Status
- Default Icon

Site Type

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Category
- Segment
- Site Kind (Point, Block, Line)
- Status

Site Type Visit

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Abbreviation
- Description
- Segment
- Status

Species

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Category
- Genus
- Description
- Default Display Order
- Larval Site (LS)

		<ul style="list-style-type: none"> ● Landing Rate (LR) ● Adult Sample Pickup (ASP) ● Report Abbreviation ● Status
Service Request Status	PDF & Excel Download	<ul style="list-style-type: none"> ● Actions: Edit ● ID ● SR Status ● Status
SR Types	Add New Set Active/Inactive Advance Search PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none"> ● Actions: Edit ● ID ● SR Status ● Status
Standard Treatment	Add New Set Active/Inactive Advance Search PDF & Excel Download Column Sort and Search	<ul style="list-style-type: none"> ● Actions: Edit ● ID ● Material ● Amount ● Unit

- Area Treated
- Unit of Measure
- Status

State

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit
- ID
- Material
- Amount
- Unit
- Area Treated
- Unit of Measure
- Status

Standard Treatment

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel Download
- Column Sort and Search

- Actions: Edit
- ID
- Material
- Amount
- Unit
- Area Treated
- Unit of Measure
- Status

Surrounding List

	Add New	
	Set Active/Inactive	
	Advance Search	
	PDF & Excel	
	Download	
	Column Sort and Search	
		<ul style="list-style-type: none">● Actions: Edit● ID● Material● Amount● Unit● Area Treated● Unit of Measure● Status

Testing Lab	Add New	
	Set Active/Inactive	
	Advance Search	
	PDF & Excel	
	Download	
	Column Sort and Search	
		<ul style="list-style-type: none">● Actions: Edit & Trash● ID● Testing Lab● Surveillance Type● Status● Calsurv Status

Testing Method List	Add New	
	Set Active/Inactive	
	Advance Search	
	PDF & Excel	
	Download	

Column Sort and Search

- Actions: Edit & Trash
- ID
- Testing Method
- Surveillance Type
- Status
- Calsurv Status

Testing Method Results

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Testing Results
- Surveillance Type
- Status
- Calsurv Status

Trap Conditions List

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Abbreviation

- Description
- Status

Trap Type

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Trap Type
- Code
- # of Nights
- Remove Traps
- Collect & Place Traps
- Display Order
- Trap Placed Icon
- Ready to Collect Icon
- Add Pool Y/N
- Status

Vehicle Equipment

- Add New
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Date
- Equipment
- Vehicle
- Changed By
- Status

Vehicles

- Add New
- Set Active/Inactive
- Advance Search
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Vehicle Name
- Assigned to
- VIN Number
- Year
- Model
- License
- Vehicle Type
- Asset Number
- Service Start
- Service End
- Status

Warehouse List

- Add New
- PDF & Excel
- Download
- Column Sort and Search

- Actions: Edit & Trash
- ID
- Name
- Description
- Active Date
- Fuel Pump Y/N

MapVision® G3 Requirements Specification

Report	Tier I	<ul style="list-style-type: none"> ● Acres Treated ● Action Type ● Activity Map ● Adult Count Report ● DACS (FL) ● Inv Cost Report ● Inv Item Report ● Inv Summary Report ● NPDES ● Product Use State Report ● SR Report ● Trap Type by Genus Bar
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Recreate Tier 1 reports in PBI

Reports/Dashboards – Tier II & III	Admin	Four tiles
	Operations	Four tiles
	Surveillance	Four tiles

Direct G3 to link with existing G2 PBI Tier II Reports currently used by SM - Need plan to complete post go live

MapVision Customer Settings	Systems Settings	No of Records per Page Email
-----------------------------	------------------	---------------------------------

From Email Name

	Administrator Email ID	
	Mail Footer	
	Mail Header	
General	Support phone	
Public Map	Legend Text - Planned Treatment (Aerial)	
	Planned Treatment polygon	Check on or off
	Planned Treatment polygon within the next days	
	Past Mission - Treatment Polygon	Check on or off
	Past Missions - Treatment Polygon in past days	
	Positive bird data in current year	Check on or off
	Positive mosquito pool data in current year	Check on or off
	<i>Aedes aegypti</i> presence in a trap in current year	Check on or off
	Tick Overall Infection %	Check on or off
	SR Form Success Message	
	SR Form Fail Message	
	SR Form Duplicate Entry Message	

Confirmed Tick with SMCMVCD, No data integration needed at this time, but may request when LEA works on PBI

Service Request
Message
Legend Text -
Planned Treatment
(Ground)
Legend Text -
Positive Mosquito
Legend Text -
Positive Bird
Legend Text - *Aedes
aegypti*
Legend Text - Tick
Overall Infection
Legend Text - Past
Mission/Treatment

**Need to discuss Tick
Surveillance with
SMCMVCD**

Site	Possible pre-existing site matches within (Ft) Activity Card - Possible pre-existing site matches within (Ft) Operations Identification/Permi t Number License Number County Number
------	--

Main Map - Right Panel
Functionalities

Filter Menu	
Service Requests	<ul style="list-style-type: none">• New• Open• Closed• Review• Reinspect SR Search Panel by Date Range
Zone	Label on/off Zone list by Segment Zone and/or Sub Zone selection
Sites	Site Search: <ul style="list-style-type: none">• Site ID• Site Name• City• Zip Code• House No/Street Site Type & Sub Type Selection
View Parcels	Searchable by clicking on Map
Obstructions	

Retain SubZone from Gen2 in Gen3 setup

Also related to HS and PIP

FAA Tower Sites Data Layer	
Site Block	
Site Block	Map All Site Type Blocks Site Block Search: <ul style="list-style-type: none"> ● Site ID ● Site Name
Routes	Map Routes
Treatment Plan	Treatment Plan Search: <ul style="list-style-type: none"> ● ID ● Plan Name ● Activity ● Status ● Date Range Search
Treatment Plan Requests	Search and map Treatment Plans by: <ul style="list-style-type: none"> ● Blocks pending approval ● Approved Blocks not included in Treatment Plan ● Blocks included in Treatment Plan not treated
Uncollected Traps	For example: <ul style="list-style-type: none"> ● CO2 ● BG Sentinel ● NJ Light trap

Defined in Master Management; For Example (CO2, NJLT, & Gravid, BG Sentinel)

- Gravid
- etc.

Positive Carcass

Positive Carcass Search by Date Range

- Past Week
- Past Month
- Past Quarter
- Past Year

Positive Mosquitoes

Positive Carcass Search by Date Range

- Past Week
- Past Month
- Past Quarter
- Past Year

Positive Sentinels

Positive Sentinel Search by Date Range

- Past Week
- Past Month
- Past Quarter
- Past Year

Lab Results

Trap Count

- Trap Count Search Date Range
- Trap Type
 - Filter by Species
 - Select Species

Larval Counts	Larval Count Search Date Range <ul style="list-style-type: none"> ● Trap Type ● Filter by Species ● Select Species
---------------	--

KML Layers	Selections defined in Master Management . Map selection listed
------------	--

Centering On	On/Off check box
--------------	------------------

User Tracking	On/Off check box
---------------	------------------

Legend	Click to open new browser window Status Rules User defined Rules
--------	--

Routes	Map all "line sites or routes"
--------	--------------------------------

Treatment Plan	Treatment Plan Search <ul style="list-style-type: none"> ● Plan ID # ● Plan Name Activity: <ul style="list-style-type: none"> ● Ground Lav or Adulticide ● Larvicide Aerial or Groiund Status: Completed or pending Date Range search
----------------	--

Treatment Plan Requests	Blocks pending approval Approved Blocks not included in Treatment Plan Blocks included in Treatment Plan, not treated yet	
Uncollected Traps	Select one or more trap types to loan on the Field Map	
Positive Mosquito	Preset time frame search <ul style="list-style-type: none"> ● Past week ● Past month ● Past quarter ● Past Year Date Range Search	
Positive Sentinels	Preset time frame search <ul style="list-style-type: none"> ● Past week ● Past month ● Past quarter ● Past Year Date Range Search	
Lab Results	Trap Count	Date Range Search Trap Type Filter by Species (Select)
	Larval Count	
		Date Range Search Filter by Species (Select) Filter by Zone (Select)

Landing Rate	Date Range Serch
	Zone
	Sub Zone
	Side ID

Landing Rate	Date Range Serch
	Zone
	Sub Zone
	Site ID

Catch Basin (CB) Map	Zone
----------------------	------

**Not used in MV Gen 3 -
Use Field Map and/or iOS
Field App**

Operations

Route	Route List	Column Data:
	Map Selected	<ul style="list-style-type: none"> ● ID ● Name ● Length ● Comments ● Date

Treatment Item	Advanced Search	Column Data:
	PDF and CSV Download	<ul style="list-style-type: none"> ● Actions ● ID
	Column Fiter & Seaech	<ul style="list-style-type: none"> ● Date ● Start ● End

- Material
- Ingredient
- Max
- Min
- Equipment
- Amount
- Area
- Item Actual App Rate
- Material Target App Rate
- Site ID
- Site Name
- Xref
- Address
- City
- Purpose
- User
- SR ID

Main Map Bottom Panel
Functionality

Activity Card

- Action Type Dropdown
- Vehicle (Auto or manual select) Dropdown
- Start Time - Auto populated
- Hours Type DropDown

Create

- Create Site
- Create Multiple Sites in a Batch
- Create Service Request
- Create Workflow
- Create Block
- Browse Block
- Create Treatment Plan
- Browse Treatment Plan
- Create Route
- Browse Route

Panel Window displays Site ID, Name Area and Action of selected blocks/polygons
Advance Search:

- Site ID
- Site Name
- Site Type
- Zone
- Results, Select

MapTools	
Measure Distance	Start Latitude Start Longitude End Latitude End Longitude Distance Ft
Measure Area	Area Sq Ft
Address Search	Address Search Coordinate Format: <ul style="list-style-type: none">• Decimal Degrees• Degrees Minutes Seconds• Degrees Decimal Mintes Latitude N/S Longitude E/W Locate or Cancel
Draw Circle	Select any Point on map or enter <ul style="list-style-type: none">• Site ID• Position Latitude• Position Longitude• Radius Slide Bar• Distance Distance selector: <ul style="list-style-type: none">• Mile

- Meters
- Feet

Proximity Search

Select any Point on map or enter

- Site ID
- Position Latitude
- Position Longitude
- Radius Slide Bar
- Distance

Distance selector:

- Mile
- Meters & Feet

User Tracking

Panel with User Info:

- User ID
- First name
- Last name
- Latitude
- Longitude
- Date
- Time
- Follow/Unfollow

Quick Search

Search by:

- Site ID
- X Ref
- SR ID
- Trap ID
- VectorSurv Site Code

Details

With AC started, select any point on map for additional site information:

- Side ID

- XRef #
- Zone #
- Send Directions
- Segment
- Name
- Address
- Type
- Sub Type
- Last Action Date & time
- Last Treated Date & Time
- Remaining Days for Residual product treatments
- Comments
- Action History
- Lab Larval History
- Trap History

5.6 General Functionality Descriptions:

- **User Interface**
 - Application consists of an internet site for internal operations
 - All web-based applications are based on date selectable data sets
 - **SMCMVCD** may create strategic response areas (Treatment Plans using blocks and/or ground mission zone shape files) for aerial and ground mission(s) or service request responses as part of the **Aerial and Ground Treatment Plan** feature
 - Both pre and post data sets can be projected over the digital satellite or Street maps
 - Web-service software is intended for operational purposes and for providing expedient consolidation of surveillance data, creation of response strategies, review of performance and for quick information to the public via internet website
 - System will maintain a Main Dashboard that provides general district information specific to current service requests in system, positive dead birds, positive mosquito pools, general District announcements, inventory reorder announcements MyTasks
 - System will maintain in real time all activities associated with the user logged into the system. Activities will include activity card items in progress, service requests in progress, trap collections assigned, workflows assigned to user, open billing items, dead bird pickups and lab/surveillance assignments
 - System will provide a link from the specific MyTask item to provide efficiencies and rapid access to accomplish the task
 - System will include all approved configurations defined by **SMCMVCD** during project requirement meetings and noted in this document
- **Master Management**
 - System will provide Master Management of various administrative tables for the District to manage. List of Master Management menus are reflected in the table above.
- **Activity Card**
 - System will provide all users the ability to access an activity card both on the “Server” and iOS “Field App”. On the server, AC signons will be identified by an icon reflecting which system an AC was started.
 - Activity cards provide the user the ability to select from a District defined list of actions such as inspection, larvicide, maintenance, treatments, travel, training, etc. to be performed
 - Activity card will at a minimum track all activities, start time, end time and total time associated with site inspections, service requests, larvicide/adulticide activities, all material treatments, larval and adult surveillance, site visits and any actions (activities) performed on a site

- **Mapping**

- Intranet and internet sites capable of displaying digital satellite mapping images and Street (animated) maps centered over **SMCMVCD's** geographic area
- Mapping tools include panning and zoom in/out
- Geocode address functions are provided
- Measuring tool is provided
- Click on a site and provide email directions to local device
- System will be built on MapBox maps including satellite imagery, street maps, terrain and other mapping layers
 - (Any new development in the area will be subject to MapBox availability only)
- System will provide users the ability to overlay additional mapping layers, specifically KML layers located in the Master Management menu
- All sites types such as mosquito, service request, residential, positive disease and other site types can be displayed geospatially over Field map and iOS Field App map
- Users can custom configure the User Preferences setting menu by selecting data sets such as certain site types and sub-types to be displayed on the map. User can customize data sets and save multiple Favorites on iOS Field App.
- User can temporarily display and hide any mapping data layer and associated data without modifying user preferences
- System is capable of tracking user's cellular location and displaying on the field map
- System will provide the user the option of setting the system to center on the user's real time location and be displayed on the field map
- System will update user's real time location based the administrators' configurable update frequency setting
- User will be able to easily zoom in and out of the map, pan the map, change mapping layer type (animated map, satellite and terrain)
- Navigation panels used to provide user interface with maps, data and layer controls are expandable and collapsible to maximize mapping workspace
- System will provide at a minimum map tools to include:
 - Measure distances in feet and meters
 - Measure are
 - Address Search
 - Draw Circle
 - Proximity Search - create a radius that can be "dragged" to increase or decrease the size of the radius, measure an area in acres using a free hand polygon drawing tool and search for an address

- The Field Map and iOS Field App map is for the purpose of users working in the field, typically technicians and lab personnel
- The Field Map will display the user's real time location and all site type icons to include mosquito sites, service requests, lab surveillance results for adult and larval mosquito populations, treatment blocks, and rain level data
- Users will be able to easily and efficiently create new SR and sites on the Server and Field App
- System will automatically open a site form and auto-populate the zone, latitude and longitude, addresses to include city, state and zip code and site type, site sub-type, based on User Preferences
- System will provide the user the ability to "drag" the site icon to any location desired in the site details and save the new location

- **Site Management**
 - System will maintain data associated with "Sites". A site is an object georeferenced on the map
 - System will provide for many types of sites, sub-types, property and flag types definable by the user
 - Site data will include but not be limited to site identification number, Xref #, site name, site type, site sub-type, one or many contact(s), phone number(s), comments, hazard flags, address, cross street, city, state, zone, latitude, longitude and CalSurv Site Code ID
 - System will provide user the ability to attach photograph(s) or file type such as PDF, Excel, Word, product labels, product material safety data sheets, etc.
 - System will provide user the ability to easily and quickly add new sites
 - Sites are geocoded and the system will provide a small map window to perform site location management
 - Sites will provide users with permission access and enable field editing of site data
 - System will prevent any user without permission access rights the ability to edit site data
 - System will provide the ability to define within a user's preferences what zone(s) to automatically load on a field map and within the zone(s), what site types, service request status (open, reviewed, closed or re-inspect), positive disease test results and other KML mapping layers
 - When performing work on a site, user will be able to:
 - View site details using a mouse roll over to provide summarized data about the site and view annotated information as well as site details with link to Site Details Page, Send Directions, Name, Address, Type, Sub Type, Last action, Last treated, Remaining Residual Days, VectorSurv Site Code and comments
 - Perform multiple Activity Operations to include;
 - Adult Sample Pickup

- o Adult Trap Surveillance
- o Block creation
- o Generate Special Notice if Applicable
- o Larval Surveillance
- o Site Treatment
- o Site Visit
- Perform larval surveillance including number of dips, average larvae per dip, larval stages identified, genus and if a larval sample has been taken to be submitted to the laboratory
- Perform a site treatment to include material used, area treated, unit of measure, start and end time of treatment, meteorological conditions at time of treatment
- Set and collect an adult trap to include trap set date, trap collection date, trap type, malfunction status, notes/comments
- Take a landing rate count (LRC) of adult mosquitoes that would include a user selectable list of LRC count range and select one or multiple adult mosquito species type that have been identified by the technician
- Perform a site visit to include the start and end time, site visit type from a pull-down list, re-inspection date and comments
- Perform a site history report to include action type performed, date of work, employee, equipment used, material applied, unit of measure for material and area treated and comments/notes
- Access adult trap history (dates set and collected only) for the site
- Access larval surveillance history to include date, instar, species, notes, employee name
- Create a polygon block and auto-calculate total acres
- From the polygon block associated with the site, select a material and rate to be applied and auto-calculate total material to be applied to site block treatment area
- Enter rain level in inches
- View Operations History, Lab Larval and Trap History
- **Surveillance**
 - Displayed surveillance data including adult mosquito data
 - Displayed surveillance data includes trap site data
 - Specific surveillance count data are displayed numerically
 - All surveillance sites are geo-referenced based on latitude and longitude
 - Larval Surveillance activity card entry form
 - o Add Genus and Stages
 - Treatment polygons include ground and aerial larvicide polygons
 - Treatment polygons include all ground and aerial adulticide polygons
 - Treatment polygons include acres for each polygon
 - Treatment polygons include required product volume based on application rate of insecticide used

- “Routine” treatment polygons are saved and displayed
- New treatment polygons may be created and added to “routine” polygons
- Date selectable pre-treatment data for current or historical reference is available
- For blocks (polygons), provides capabilities to edit, select product, calculate acreage, cost based on rate and inventory lot
- Larvicide sources may have a residual period
- When entering treatment amounts, if the MIN MAX rate is below or exceeded, the technician is provided a warning before the system accepts the entry. Entries can be made either for area and/or amount.
- Based on field surveillance performed by technicians, if a larval sample is collected in the field, a record is automatically created in the laboratory. System will provide laboratory personnel the ability to efficiently and accurately identify the larval sample to include species, egg, instars 1, 2,3,4, pupae, average larvae per dip from field and lab, % breakdown by species, lab notes, and total count including number of larvae, eggs and pupae
- Following the identification of larval sample and after the Lab Work Complete box is checked, the updated larval sample results are visual to the field technicians on both the Field and Operation Planning Maps
- System will provide the ability for the laboratory to identify adult mosquito species from an adult trap. Identification should include trap ID, trap type, trap site ID, the date of trap placement, trap collection and trap identification.
- System will provide the ability to generate mosquito pool samples for virus testing. Test pool data should include but not be limited to test ID, site ID, date created, notes, pool #, pool size/quantity, species, test date, test lab, test agent (one or multiple), test method, status of test, test value results, received date and comments.
- System will provide for single or combined test agent selections
- System will provide the workflow and data sets for managing carcass (dead bird and squirrels)
- Dead bird and squirrel collection samples will include data associated with the sample: service request ID, surroundings, species, employee assigned to service request, field notes, date of carcass pickup
- Dead bird and squirrel tests sample will include test date, test method, sample type, value, status, lab notes and if a RNase card will be submitted to DART
- System provides for a concentrated or heightened surveillance feature – (Heightened surveillance feature was declined)
- System will provide the field technician an efficient method to move or drag the trap sites into the actual geographic location the actual trap was deployed

- System will provide the following fields of data for the **heightened surveillance**: ID, issue, trap ID, site details, date created, area radius, number of traps, type of trap and a geospatial map displaying the focal point, all traps and circle radius
 - System will provide a **parcel inspection program** for concentrated door-to-door data collection associated with surveillance and treatments
 - Parcel inspection plan will include ID, site location, radius, number of teams, team members, incident type
 - **Not Required - System will provide pesticide resistance management - Need to discuss with SM**
- **Lab**
 - Multiple types of traps can be defined in Master Management
 - Identification and abundance of mosquito larvae and adults to species are managed in Surveillance Menu
 - Mosquito pools can be generated in MapVision and submitted if applicable
 - Positive mosquito pools by trap site will be available on Field Map
 - Carcass Management - Carcasses are created as Service Requests and can be assigned to a particular staff person or by zone/tech
- **Treatment**
 - Treatment polygons include ground and aerial larvicide polygons
 - Treatment polygons include all ground and aerial adulticide polygons
 - Provides ability for admin and/or pilots to edit, organize, modify redraw polygons while preserving original data on MapVision
 - Treatment polygons include acres for each polygon
 - Treatment polygons include required product volume based on application rate of insecticide used
 - Single or multiple polygons may be selected for downloading to aircraft
 - “Routine” treatment polygons are saved and displayed
 - New treatment polygons may be created and added to “routine” polygons
 - Date selectable pre-treatment data for current or historical reference is available
 - For blocks (polygons), provides capabilities to edit, select product, calculate acreage, cost based on rate and inventory lot
 - Calculates area treated based on swath width
 - Larvicide sources may have a residual period
 - When entering treatment amounts, if the MIN MAX rate is below or exceeded, the technician is provided a warning before the system accepts the entry
 - -OR- allows the technician to override the error message based on District protocols
 - **H-Site polygon parent and child creations, editing and approval process for aerial larviciding workflow - Include in Gen3**

- **Review**

- Date selectable post-treatment data
- Display multiple ground and aerial application missions to include flight path, spray switch status, mission data such as date, time and other georeferenced data on satellite or animated maps
- Ground missions to be uploaded from current ULV systems via thumb drive
- Display public's complaints to include address, geo-coded location, specific service request to be determined by **SMCMVCD**, optionally print each service request, post service request response (work complete) to Intranet/internet website
- Historical data sets are maintained and retrievable based on date of occurrence
- Record time for technicians in minutes

- **Traps**

- Add adult trap and or temp trap to include name, latitude/longitude and trap type
- Provide the user the ability to set traps and collect traps through the Surveillance Menu or on the Field Map; malfunctioning traps can be noted at time of collection or during identification process
- Master Management "Trap Type" will allow the technician to define type of trap, number of trap nights, Collect Only or Collect and Place, preferred species, and whether traps are used for pooling
- District trap icon will indicate the trap location, and allow clicking on the icon to enter trap place/collection information
- Notes section is available at time of collection for additional details
- Once a trap is collected, the traps-sample is held in the Surveillance menu as an "Open" status to be identified
- After traps are identified and checked as "Lab Work Complete", the data moves to a "Closed" status and is available on the Field and Operations Planning Map

- **Service Requests**

- System is capable of creating service requests from public call ins and is capable of accepting service requests submitted through the system's District public website form
- Public service requests submitted will be placed in a pending public service request for review and acceptance into MapVision SR workflow
- Display public's service requests over digital satellite maps and animated maps
- Once posted as new, Service Request will be assigned based on zone and/or technician
- Technician can create SR in field via tablet or laptop
- Service requests submitted electronically through the public website can be converted to a new service request subsequent to the review process
- Service requests can be electronically transferred to the assigned representative in real time in the field

- When creating a service request, system will search the public contact information database and auto-populating all data associated with the contact
- System will automatically geocode the address location and assign the zone to the address
- System will accommodate the site location if it is a different location than the caller location
- System will provide the ability to allow the caller to remain anonymous
- System will allow user to move the service request icon to the physical geographic location of the service to be provided if different from the physical address of the caller
- System is capable of requiring certain data fields to be entered, otherwise a service request will not be created
- **Service request types will include mosquitoes and**
 - Detailed forms and questions for each service request type must be provided by **SMCMVCD**. Other SR Types will need definition from **SMCMVCD**
- Field technician will be able to review service request, responding, completing, reinspection or reassigning the service request to another technician or supervisor
- Site(s) can be associated with a service request if required by the technician or supervisor
- All service request action history and treatment history are easily and rapidly accessible by user
- When interacting with the service request map icon, user must be provided with detailed information without opening the service request using a cursor “roll over” technique
- Service request are managed through a workflow validation process to include open, un-responded, reviewed , closed or re-inspect
- Track service requests by name, address and IP address
- Service request status: Open, ignore, close, reinspect, review, unacceptable
- Service request types are defined in Master Management “SR Types”
- Display completed SRs on map based on user preference settings
- Search notes for prior SR submissions – Button for history
- Add “No Spray” locations
- Technicians will be able to create service requests in the field
- Service request icons provide a unique design designating a service request and displayed on field map
- Administrators and supervisors will be capable of batch assigning service requests to a technician through an interactive map

- **Inventory management**

- System will provide a real time inventory item and material list that contains information related to materials used in operational applications
 - Supervisor must make transfer from all trucks to warehouse before reconciliation.
- Inventory item data will include, but not be limited to, inventory item ID, trade name, current inventory amount and associated unit of measure, all inventory warehouse locations and the total available inventory on hand and a transaction journal with transaction date, amount, unit of measure, lot number, date received, physical count and employee responsible for transaction
- Inventory materials will contain the material name, CDPR registration number, material description, unit of measure for inventory and reports, activity card default unit, unit cost, ability to create product mix sheets consisting of one or multiple inventory items, the mixture ratios, the materials' minimum, maximum and target rate and material residual efficacy value
- System will provide the user the ability to add one or unlimited number of inventory locations to include warehouse(s), trucks, or other locations
- Inventory provides for Lot # and financial tracking management as well as inventory locations.
- System will provide Reconciliation workflow for monthly inventory management

- **Lab inventory management:**

Not Required in Gen3

- System will provide an inventory list that contains information related to products, equipment and "kits" used in the lab.
- Inventory item data will include, but not be limited to, inventory item ID, trade name, current inventory amount the total available inventory on hand and a transaction journal with transaction date, amount, unit of measure, lot number, date received, physical count and employee responsible for transaction

- **Maintenance**

- System will provide the ability to select equipment in inventory, select date of calibration, three flow rate checks, auto-calculate average flow rate
- System will provide a maintenance log for any equipment owned by the District. System should maintain current and historical maintenance performed on any equipment to include, but not limited to, vehicles, foggers, fire extinguishers, etc.
- For vehicle maintenance, system should maintain current and historical maintenance performed, service dates, next service date, current mileage and total hours of work performed

- **Public website**
 - **SMCMVCD** to define what data is available for public viewing from recordings
 - Public website views proposed ground and aerial adulticide spray block(s) projected over digital satellite maps
 - Public website views proposed ground and aerial larvicide spray block(s) projected over digital satellite maps
 - Public entry/display of specific address and physical location relative to scheduled ground and aerial adulticide and larvicide treatments
 - Public entry/display of address and location relative to historical ground and aerial adulticide and larvicide treatments
 - Public submission of service requests capability
 - Zoom into specific locations of digital satellite and or animated maps
 - Zoom out from digital and or animated maps
 - View maps as digital, animated or combined overlay
 - Pan map using cursor hand
 - Allow view of past (look back for a week only) and future polygons (treatments) planned
 - Public-generated service requests will be implemented

- **Implementation**
 - **Data migration – SMCMVCD has elected to integrate and load historical data sets**
 - **LEA is not responsible for “bad” or incomplete data, must be edited and “fixed” in G2 prior to migration**
 - **Alternative option - provide all data in PBI**
 - LEA creates a relational database for MapVision
 - Independent third-party server
 - Implement MapVision iOS Field App and iOS ULV FC App
 - Define SR type questions and other customer definitions and business rules applicable
 - Data entry forms allow entry from remote and office computer locations and provide documentation of data entry

- **MapVision iOS Field App**
 - Real-time connectivity to the MapVision Data Management System
 - Real-time data-exchange for retrieving data sets associated with all aspects of vector control operations such as timecard based operations, source inspections, service requests, and historical data
 - Real-time data collection associated with all vector control operations performed by field technicians
 - Location services utilized to track and portray on the server the location of each iPad in the field
 - Off and on line capabilities . Offline only for operational actions except SR Review

- Real-time retrieval and addition of data collection to and from the MapVision Data Management System
- Number of iMobile Apps Users/devices – 25 device users to be determined.
 - Purchase of equipment will be the responsibility of **SMCMVCD**
- **Web Browser**
 - Preferred web browsers are Google Chrome (latest)
 - IE9 does not support HTML 5 therefore any existing or future features requiring HTML 5 will not be supported under IE9
 - MapVision fully supports latest versions of other popular browsers, please validate with Leading Edge
- **Sites**
 - Specialized site icons
 - Site types are defined in Master Management
- **Reporting**
 - **Tier I**
 - System will provide prebuild reports as illustrated in the table above.
 - All table queries have CSV and PDF functions
 - PDF are customized with logos and presented in a professional format
 - **Tier II**
 - System will provide the ability to define Tier II custom reports, graphics, visualizations, tables, maps, etc. that are displayed on a dashboard and updated in real time.
 - **Tier II** will include three Dashboards (Admin, Ops and Surveillance) with four tiles each. With **SMCMVCD's** guidance, LEA will build as part of the system.
 - Tier II reporting update rate is set to twice daily
 - **Tier III**
 - System will interface with **SMCMVCD's PowerBI account** to provideTier the ability to design reports and graphs directly from the database tables.
 - Tier III reporting update rate, set to twice daily or more frequently as desired
 - Training will be provided over course of three online sessions along with numerous training videos and resources
 - Note: Existing Tier II and III reports will take time to migrate given different structure.
- **Additional Requirements**
 - Ability for admin/supervisors to create and assign workflows
 - System will provide comprehensive role based access for users to include:

- o Access groups - administrator, supervisor, technician, laboratory, maintenance
- User preferences selectable for each user to define their data and mapping needs
- Maintain at minimum the type of employee, permanent, exempt or seasonal status
- System will maintain employee data to include; access group, first name, last name, department, zone, username, password, email address, work hours per week
- System will provide a geospatial activity log that records and displays over maps the employee’s geographic location by event, synchronized with a table report that contains information such as site ID, site name, action, habitat, start time, end time, notes, material applied, quantity and unit of measure
- System will track all start, end and duration time associated with activities
- System is capable of producing employee timecards based on user selectable date range
- A timecard validation and approval workflow will provide for employee submission of timecard, supervisor approval

Gap Analysis

As part of the movement to Gen 3, Leading Edge and the development team conducted a GAP analysis of the current Gen 2 features, configurations and enhancements currently in use. The analysis compared the Gen 2 feature set with those included in Gen 3 and highlighted both enhancements previously created and new features included in Gen3. Below is a summary of SMCMVCD MapVision Gen 2 Configurations/Enhancements.

Gen 2 Features built for SMCMVCD	Not used, not needed in Gen 3	Used, please include in Gen 3
Per Zoom meeting on June 28, 2022, SMCMVCD confirmed the Xs below		
User - User Login History	X	
User - User Activity History	X	
User - Time Card Summary	X	

Service Request - Rodent Report - Separate Rodent SR Response form (See form provided by San Mateo)		X
Operation - 2nd Material	X	
Operation - Quick Entry - Quick entry button with multi selection option on Site Annotation		X
Site annotation - Weather Collection New operation form with button on Site Annotation with activity card association	X	
Site annotation - Tick Collection - Existing operation with button on Site Annotation with activity card association	X	
Surveillance - PIP		X
Master Management - Merge Sites	X	
iOS Field App - Larval Field ID or not like Indian River		Discuss with Casey

Deployment includes:

1. Environment Setup – Server and iOS
 1. Setup DEV, TEST & PROD instances/environments
 2. Create separate code branches (server & iOS)

3. Update customer logo , default address, settings, etc.
 4. Remove/Clean up all test and/or transactional data not relevant to the new deployment
 5. Enable/Disable modules as required
 6. Create/recreate Test users accounts in different roles as needed (for developers, LEA and the customer)
 7. Create a new iOS Field App and ULV FC App build (if purchased)
 8. Ensure all default settings needed for iOS are In place
 9. Establish & Test Data Sync (2-way communication with the server)
 10. API links as needed (i.e. VectorSurv)
2. Essential Data Load as applicable
 1. Zones / Sub Zone
 2. Parcel Data - Retrieve data from SM
 3. Treatment Plan Polygons
 4. Sites and associate site subtypes
 5. Item and Material Master Data
 6. Warehouse & Lot Setup
 7. Vehicle Info – Trucks , Aircraft, equipment
 8. Users
3. PBI – Standard
 1. Up to 6 hours of Power BI Intro and Training sessions
 2. Reproduce Power BI Data Model, Standard Reports and Dashboards
 3. Power Accounts (T2 and T3) for the customer
 4. Data gateway and data refresh setup
 5. Power BI Embedded integration with Customer
 6. Map existing PBI reports and dashboards from G2 to G3 as part of migration
4. Historical data
 1. Historical Data load
 - i. Contact Data
 - ii. Services requests
 - iii. Surveillance Data
 - iv. Lab & Test Data
 - v. Operations Data
 - vi. Activity Card, Inventory and other
 2. Customizations
 - i. Any Modifications that require UI , API or DB changes
 - ii. Any master data changes that require custom coding
 - iii. New Module development

- iv. PBI Customization as required and / or requested by customer

Data integration plan from Gen 2 to Gen 3

San Mateo CMVCD Resources & Tasks

To be completed in Gen 2 prior to migration to Gen 3:

- Audit and review all Master Management tables
- Review and confirm Cities and Zone/SubZones
- Audit and review all Rules in Gen 2 for mapping to Gen 3
- Contact update - duplicates and need address from SR
- Pricing schedule, confirm and update
- Site Sub Type Assignment

LEA Resources and Tasked need for migration

- 9420 - SR Type “Wildlife” categories
- Site Addresses clean up (In progress)
- Duplicate site marked as inactive sites vs action
 - Merge action from inactive sites to active sites
- Confirm all Billing and invoicing features are included in Gen3 Billing feature
 - Invoice for CB worksheet - Combine all entries for one charge - **Need specific logic for CB invoicing (i.e. CB charge or Charge for all CB)**

Multi-phase timeline for delivery

- Total time - Five (5) months (excluding any client delays)
 - Any features which were not identified and/or tested, or defects identified within 90 days of Migration completion, will be part of Managed Service support after go live
 - Sign off at the end of the migration by LEA & Customer
 - Future changes or enhancements will be estimated and charged as fixed fee. This will be executed by the ‘New feature enhancement team’ with requirements and quotation provided; additional Customizations, new features etc., will be estimated and charged as additional fixed fee

Module	Sub Module	Feature	G3	SanMateo G2	Add to G3 Deployment	Additional Comments
Pool Classification	Pool & Parcel Classification		No	No	No	
User	User Login History		No	Yes	No	Would refer Alameda
User	User Activity History		No	Yes	No	Would refer Alameda
User	Time Card		No	Yes	No	Would refer Alameda
Service Request	Rodent Report	Separate Rodent SR Response form; The same data available in PDF format as Rodent Report. Ability to mail PDF report to assigned technician.	No	Yes	Yes	See new Form provided by San Mateo
Operation	2nd Material	Site Treatment - 2nd Material	No	Yes	No	

Operation	Quick Entry	Quick entry options from MM. Existing operation with button with multi selection option on Site Annotation.	No	Yes	No	
Site annotation	Weather Collection	New operation form with button on Site Annotation with activity card association	No	Yes	No	
Site annotation	Tick Collection	Existing operation with button on Site Annotation with activity card association	No	Yes	Yes	Need confirmation of workflow
Surveillance	PIP		No	Yes	Yes	Would refer Placer - Container feature?
Master Management	Merge Sites		No	Yes	No	
Activity card	View Activity card	Alert Red icon if site Treatment is done min/max application rate of Material. Add Summary column in Site Treatment Operation table to mark if treatment is within App Range. Recipe Edit should update these flags for relevant operations.	No	No	No	

Master management	Rules	Rules Engine - Include Hazard; Master Mgmt. Rules - Include Hazard;	No	No	Yes	
Operations	Treat1/Treat2	Site Treatment Operation; Treat1 & Treat2 in User preference	No	No	Yes	
Operations	Treatment Plan	Mutidownload of shapefile and job file for multi blocks	No	No	Yes	
New Features Present in SMV						
Master Management	Trap Type	Display Order	Yes	No		
Master Management	Species	Display Order	Yes	No		
Master Management	Inventory Reconciliation Variance List		Yes	No		
Master Management	Larval Surveillance Range List		Yes	No		

Master Management	Pathogens		Yes	No		
Master Management	Sample Type		Yes	No		
Master Management	Testing Lab		Yes	No		
Master Management	Testing Result		Yes	No		
Master Management	Testing Method		Yes	No		
Master Management	Rules	Static Rules based on SR Type	Yes	No		
Master management	Site Document Type		Yes	No		
Master management	Breeding		Yes	No		

Master management	Bird Status		Yes	No		
Activity Card	View Activity card	Default showing chronological order	Yes	No		
Activity Card	View Activity card	Overlap AC validation message with ACID	Yes	Yes	Yes	New Chron runs at midnight local time and automatically closes previous AC, unless Tech's hours cross over midnight. (i.e. Starts at 7:00 PM, Ends AC at 3:00 AM the next day)
Activity Card	View Activity card	Midnight cron job to Close any Open previous Activity cards Ids.	Yes	No	Yes	New Chron runs at midnight local time and automatically closes previous AC, unless

MapVision® G3 Requirements Specification

						Tech's hours cross over midnight. (i.e. Starts at 7:00 PM, Ends AC at 3:00 AM the next day)
Site	View Site->Blocks	Map Selected for Treatment Plan	Yes	No		
Site	View Site	Segments based on Site Type	Yes	No		
Site	Line Sites		Yes	No		
Service Request	View Public Page	Address selection on Public Map	Yes	No		
Service Request	View Public Page	Field Map on public page	Yes	No		
Service Request	Service Request	Segments based on SR Type	Yes	No		
Service Request	Pending Public Queue	Showing in Red font if address is wrong	Yes	No		
Service Request	Service Request	Showing Location History	Yes	No		

Inventory	Inventory Reconciliation		Yes	No		
Operations	Treatment Plan		Yes	No		
Operations	Treatment Plan	Routes association for Treatment Plan	Yes	No		
Operations	Treatment Plan	Support of multiple mission files	Yes	No		
Operations	Route		Yes	No		
Surveillance	Tick Surveillance		Yes	Yes		
Surveillance	Manage Tick		Yes	Yes		
Surveillance	Sentinel Flocks/Bands		Yes	Yes		
Surveillance	Sentinel Collections/Testing		Yes	Yes		
Surveillance	Heightened Surveillance		Yes	Yes		
Surveillance	Rodent		No	Yes	Yes	

Surveillance	Abundance and Pool Map		Yes	No		
Billing	Invoice		Yes	Yes		
Site/SR Operations	Adult Trap Surveillance	Separate operation for Place and Collect Trap	Yes	No		
Surveillance	Sentinels	Download from Calsurv	Yes	No		
Site	View Site/AC/Adult trap Surveillance/Sentinel List	Hyperlink for Pop out edit page in a separate tab	Yes	No		
Field Map	Quick Search	Search by Vectorsurv ID, Trap ID and Xref	Yes	No		
Field Map	Create Service Request		Yes	No		
Field Map	Filters	Display of Obstruction sites on field map	Yes	No		
Field Map	Create Treatment Plan		Yes	No		

Setting	Custom Specifications		Yes	No		
Setting	Modules	Enable/disable modules	Yes	No		
Site/SR Operations	Larval Surveillance	Multiple species and range selection	Yes	No		
Dashboard	Dashboard	Tiles Drag and drop	Yes	No		
Master management	Material Master	Different application Methods(4); Trap Condition	Yes	No		
Site/SR Operations	Site Treatment	Calculator(Autocalculating based on material and area amount given)	Yes	No		
Report	DACS	Monthly/Yearly usage on chemicals	Yes	No		
IOS APP						
Filter	Filters	Custom Filters	Yes	No		

Activity Card	View Activity card	Default showing chronological order	Yes	No		
Service Request	Service Request	Segments based on SR Type	Yes	No		
Service Request	Service Request	Showing Location History	Yes	No		
Site	View Site	Segments based on Site Type	Yes	No		
Site/SR Operations	Adult Trap Surveillance	Seperation operation for Place and Collect Trap	Yes	No		
Field Map	Quick Search	Search by Vectorsurv ID, Trap ID and Xref	Yes	No		
Site/SR Operations	Larval Surveillance	Multiple species and range selection	Yes	No		
Site/SR Operations	Site Treatment	Calculator(Autocalculating based on material and area amount given)	Yes	No	Casey- Discuss error trap message to Tech regarding	

MapVision® G3 Requirements Specification

					Min/Max over/under is required?	
Field App	Site Treatment	Site treatment same as Gen2 server		No		Not required

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Leading Edge Associates, Inc.

SOFTWARE LICENSE AGREEMENT MAPVISION GEN 3 - January 2023

Licensee	San Mateo County Mosquito and Vector Control District (SMCMVCD)	Effective Date:	TBD
Address:	1351 Rollins Road	Phone:	650-344-8592
City, ST & Zip	Burlingame, CA 94010	Fax:	
Contact:	Brian Weber, District Manager	E-mail:	bweber@smcmvcd.org

This Software License Agreement (the “**Agreement**”) is executed to be effective on the date written above (the “**Effective Date**”) by and between the Licensee (“**SMCMVCD**”) and Leading Edge Associates, Inc. (“**LEA**”).

1. MapVision® Software. LEA is the owner of the MapVision Software (the “**Software**”) developed by LEA as further identified in Exhibit A to this Agreement.

2. Fees and Payment Terms.

2.1 *License Fee.* In consideration of the license granted by LEA to Licensee for use of the MapVision Software (as described in Section 4.1), Licensee shall pay LEA license fees as set forth in Exhibit A (the “**License Fee**”). The License Fee shall be due and payable as further described in Exhibit A.

2.2 *Training Fee; Support Fee; Other Fees.* In consideration of services to be provided by LEA in connection with the MapVision Software, Licensee shall pay LEA a Training Fee and Support Fee as set forth in Exhibit A and as described below:

2.2.1 *Training Fee.* The training fee covers services to be performed by LEA in connection with the installation of the MapVision Software (the “**Training Fee**”). The Training Fee shall be paid as set forth in Exhibit A.

2.2.2 *Support Fee.* The support fee shall cover support and maintenance of the MapVision Software and shall be paid as set forth in Exhibit A as the Agreement continues in effect (the “**Support Fee**”).

2.2.3 *Reimbursable Expenses.* Licensee shall pay or reimburse LEA for all reasonable travel and out-of-pocket expenses incurred by LEA or its representatives to perform services on-site at Licensee’s facilities. Reimbursable expenses for travel include travel, local transportation, lodging and meals. Such expenses shall be payable as set forth in Exhibit A.

2.3 *Payment Terms.* For the convenience of Licensee, LEA shall issue invoices for the various fees as they become payable under this Agreement. All invoices shall be paid within

thirty (30) days after the invoice date. No failure or delay by LEA in issuing invoices shall relieve Licensee of its obligation to pay fees as they become due under this Agreement.

2.4 Taxes. Fees and other charges set forth in Exhibit A or otherwise payable under this Agreement are shown or will be quoted exclusive of any sale or use taxes. Licensee shall be responsible for the payment of all sale or use taxes related to the purchase of MapVision and the License Fee.

2.5 Interest. Any amount not paid to LEA when due under this Agreement may, at the option of LEA, accrue interest payable by Licensee at the rate of one and one-half percent (1-1/2%) per month or the maximum rate allowed by law, whichever is less, from the date such amount first becomes due until it is paid in full.

3. Training; Support and Maintenance.

3.1 Training; Support and Maintenance. LEA shall provide initial training as described in Exhibit A. The cost of initial training is included in the Training Fee. At Licensee's request, LEA may from time to time provide additional training at LEA's then-current rates for services.

3.2 Support and Maintenance. Support and maintenance for the MapVision Software shall be provided as set forth in Exhibit A.

4. License of Software.

4.1 License of Software. During the period commencing on the Effective Date and continuing until this Agreement is terminated, LEA grants Licensee a non-exclusive, non-transferable license to (i) use the MapVision Software at its facility for the purpose of operational management of surveillance data. Licensee may not use the MapVision Software or any of its components to process data for any other person or entity, including, without limitation, any affiliate of Licensee, other than for the services set forth on Exhibit A. Such other entities constitute distinct users and sites for which additional licenses would be required.

4.2 Authorized Users. Licensee may permit any person employed by or associated with Licensee's operational and administrative functions (each, an "Authorized User") to access and use the MapVision Software in accordance with the license granted above. From and after the Effective Date, Licensee shall be solely responsible for the registration and administration of Authorized Users of the MapVision Software. At all times, Licensee, not LEA, shall be responsible for the acts and omissions of its personnel in using the MapVision Software, including any unauthorized use of any user identification code and password assigned to an Authorized User.

4.3 License Restrictions. The license granted to Licensee for the MapVision Software is a limited license that is made subject to the terms and conditions of this Agreement. Without limitation, no right or license is granted to Licensee to (i) reproduce, distribute, share, sublicense, sell, assign or otherwise transfer the MapVision Software or Licensee's rights to use the MapVision Software; (ii) translate, modify or adapt any part of the MapVision Software; (iii) disassemble, decompile or reverse engineer any part of the MapVision Software; or (iv) create any

new or derivative works based on all or any part of the MapVision Software. Except as may be expressly provided in this Agreement, Licensee has no right to use or have possession of any source code for any part of the MapVision Software. All rights in the MapVision Software are reserved to LEA and its respective licensors or suppliers, subject to the license granted to Licensee in this Agreement.

4.4 Ownership of MapVision Software. Title to, and all ownership rights in, the MapVision Software and its various components, and all copyrights, patents, trade secrets and other proprietary rights that may arise therein or be associated therewith, shall at all times remain in LEA or third parties from which LEA has obtained license or distribution rights. Licensee agrees that it shall not at any time challenge or contest the validity or ownership of any such proprietary rights, and the license granted herein shall not be construed to abridge such rights.

4.5 Use of Data by LEA. During the period commencing on the Effective Date and continuing until this Agreement is terminated, Licensee grants LEA a non-exclusive, non-transferable license to (i) access, collect, use, process and return the data of Licensee that may be accessed by LEA through, or otherwise contained or held, on the server of Licensee or that is otherwise created or stored through the use of the MapVision Software (“**Licensee Data**”). The use of Licensee Data will be strictly limited to the extent necessary for LEA to perform its obligations under the License Agreement. All other use of Licensee Data is expressly prohibited. LEA shall provide concurrent written or electronic notice to licensee for each occasion or instance in which it accesses, collects or uses Licensee Data pursuant to this section.

5. Licensee Acknowledgments. Licensee acknowledges and agrees that Licensee assumes full responsibility for use of the MapVision Software in its operations and administration and shall be responsible to LEA for any unauthorized use due to the action or inaction of Licensee.

6. Authority of Parties.

6.1 Licensee. Licensee warrants to LEA that Licensee is authorized to enter into this Agreement and to perform the obligations undertaken by it in this Agreement.

6.2 LEA. LEA warrants to Licensee that LEA is authorized to enter into this Agreement and to perform the obligations undertaken by it in this Agreement.

7. Software Warranty.

7.1 MapVision Performance. LEA warrants to Licensee that the components of the MapVision Software implemented pursuant to this Agreement will perform in all material respects in accordance with the specifications set forth in the attached Exhibit B (“**Specifications**”). The foregoing warranty shall continue for a period of one (1) year following the effective date and shall automatically renew for additional one (1) year periods to and until such date as the Licensee ceases payment of the Support Fee (the “**Warranty Period**”). Licensee shall promptly notify LEA in writing of any alleged error or non-conformity it discovers during the Warranty Period and provide such information as LEA may request to replicate the error or non-conformity. LEA shall use its commercially reasonable best efforts to correct, cure or otherwise remedy such error

or non-conformity, including by developing a work-around that provides the same or better functionality as described in the Specifications.

7.2 *Limitations.* The warranty provided in this Section shall be void, and LEA shall not be obligated to correct or cure any alleged error or non-conformity if (a) Licensee has modified any part of the MapVision Software or allowed any modifications to be made to any part of the MapVision Software, including, without limitation, any unauthorized changes to the configuration of the MapVision Software; (b) the MapVision Software has been misused or damaged by Licensee in any respect; (c) Licensee fails or refuses to implement any updates or patches LEA may provide to Licensee from time to time; (d) Licensee does not notify LEA of the existence or nature of the error or non-conformity promptly upon its discovery or cooperate with LEA to identify or replicate the problem; or (e) the error or non-conformity is the result of any fault in or incorrect use of any hardware, operating system or other third-party software used by Licensee, whether directly for the operation of the MapVision Software or otherwise.

THE WARRANTY SET FORTH IN THIS SECTION IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. LEA DOES NOT WARRANT THAT THE OPERATION OF THE MAPVISION SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE OR THAT THE LICENSEE DATA ACCESSED BY LEA AND PROVIDED TO LICENSEE WILL BE UNINTERRUPTED OR ERROR-FREE. FURTHERMORE, THE REMEDY PROVIDED IN SECTION 7.1 SHALL BE THE EXCLUSIVE REMEDY OF LICENSEE FOR ANY ERROR OR NON-CONFORMITY IN THE MAPVISION SOFTWARE OR LICENSEE DATA.

8. Term

8.1 *Term; Renewal.* This Agreement shall commence on the Effective Date and continue in effect for a period of one (1) year from the Effective Date (the “**Term**”). This Agreement shall automatically renew for additional one (1) year terms for as long as Licensee shall use the MapVision Software to and until this Agreement may be terminated pursuant to the provisions of this Section 9. Continuation of technical support shall be based solely on the continuance by Licensee of payment of the Support Fee.

9. Termination

9.1 *Termination for Breach.* If either party fails to comply with any of the provisions of this Agreement other than the payment terms, the other (non-breaching) party may terminate this Agreement upon thirty (30) days prior written notice to the breaching party unless within the notice period (or any extension of the notice period), the breach is cured. Any notice of termination shall describe the alleged breach in reasonable detail. If the alleged breach is, by its nature, one that is susceptible to cure but cannot reasonably be fully cured within the notice period, the time for cure shall be extended for an additional thirty (30) days (or such longer time as the parties may agree), *provided* that the breaching party undertakes reasonable measures toward cure within the original notice period and continues to use its diligent efforts to effect a cure of the breach as promptly as practicable.

9.2 *Insolvency.* Either party may terminate this Agreement immediately in the event that the other party becomes insolvent or is unable to pay its debts as they become due, files a petition for bankruptcy relief or has a bankruptcy petition filed against it which is not dismissed within 90 days after the filing date, makes an assignment for the benefit of its creditors or has a receiver appointed to administer its assets, or ceases to conduct business (other than in connection with a merger, sale or other corporate restructuring or a permitted assignment of this Agreement).

9.3 *Effect of Termination.* Upon the expiration or other termination of this Agreement, each party's obligations under the Agreement shall terminate, and neither party shall have any further obligations to the other party under the Agreement except as follows:

9.3.1 Any unpaid fees or other charges payable by Licensee to LEA under this Agreement shall be immediately due and payable.

9.3.2 The license granted in this Agreement shall immediately cease, and Licensee shall promptly uninstall and return to LEA (or, at LEA's option, destroy) all copies of all MapVision Software in Licensee's possession or control.

9.3.3 Certain provisions of this Agreement are intended by their nature to survive the expiration or termination of this Agreement. Such provisions include, without limitation, terms relating to proprietary rights, confidentiality and non-disclosure, limitations of liability and disclaimers. The parties agree that all such provisions shall survive any expiration or termination of the Agreement and shall remain in effect indefinitely.

9.4 *Termination of Support and Maintenance.* In the event that this Agreement is terminated pursuant to the provisions of this Agreement, all obligations of LEA to provide annual support and maintenance of the MapVision Software shall cease. In the event that the actions of LEA result in the termination of this Agreement by Licensee pursuant to the provisions of Section 8.4, LEA shall refund to Licensee a prorated portion of the Support Fee. In all other instances, including election by Licensee not to continue with the annual support and maintenance program, LEA shall not be required to refund any portion of the Support Fee paid by Licensee.

10. **Indemnification by Licensee.** Licensee shall indemnify, defend and hold harmless LEA and its affiliates, officers, directors, employees, agents, successors and assigns, from and against all claims, demands, liabilities, damages and costs including, without limitation, its reasonable attorneys' fees and other costs of defense, arising from or relating to (a) Licensee's breach of any terms of this Agreement; (b) use of the MapVision Software or Licensee Data by Licensee or any employee, agent, representative or other person acting on behalf of Licensee in any manner inconsistent with the terms and conditions of this Agreement; (c) use of the MapVision Software or Licensee Data in connection with any services or advice rendered by Licensee or any of its employees, agents or representatives to any person; or (d) unauthorized use of the MapVision Software by a third party that has obtained access to the MapVision Software from Licensee.

11. **Indemnification by LEA.**

11.1 *Breach.* LEA shall indemnify, defend and hold harmless Licensee and its affiliates, officers, directors, employees, agents, successors and assigns, from and against all claims, demands, liabilities, damages and costs, including, without limitation, its reasonable attorneys'

fees and other costs of defense, arising from or relating to LEA's breach of any terms of this Agreement.

11.2 Intellectual Property Claims.

11.2.1 To the best of LEA's knowledge, the MapVision Software does not violate or infringe upon any United States copyright or patent now issued and in effect or any other property rights of a third party. LEA will defend, indemnify and hold harmless any claim, damage, demands, liabilities, costs, including, without limitation, reasonable attorneys' fees and other costs of defense, brought against Licensee or any of its Authorized Users to the extent that such claim is based upon any allegation that use of any part of the MapVision Software, as delivered and implemented by LEA, infringes a copyright, patent or other property right.

11.2.2 Licensee shall provide LEA prompt written notice of any information or knowledge it may have of such an infringement claim or allegation, and Licensee shall cooperate in the defense and settlement of any such claim asserted. As between LEA and Licensee, LEA shall have the right to control the defense, negotiation and settlement of any such claim. LEA shall not consent (nor authorize any other person to consent) to any voluntary judgment or settlement of any infringement claim to the extent such judgment or settlement would impose upon Licensee any non-monetary relief (except injunction of further infringement) without the express written consent of Licensee. Licensee may participate at Licensee's own cost in the defense of any infringement claims relevant to its use of the MapVision Software; *provided* that Licensee's participation does not and shall not, in the professional judgment of counsel to LEA, interfere in LEA's defense, negotiation or settlement of any such claim.

11.2.3 If the MapVision Software becomes or, in LEA's 's reasonable opinion, is likely to become, the subject of a claim for infringement, LEA may, at its option and expense, (a) procure for Licensee the right to continue to use the infringing material; (b) modify the infringing material so that it becomes non-infringing with no substantial loss of functionality; or (c) pay Licensee as liquidated damages for loss of use of the MapVision Software an amount equal to the sum of the License Fee actually paid by Licensee to LEA, plus any prepaid amount of the Support Fee for the part of any annual period Licensee is deprived of its use of the MapVision Software as a result of an infringement claim. If LEA is unable to provide the remedy described in either clause (a) or (b) of this paragraph, then Licensee may, in its discretion, terminate this Agreement and LEA shall pay to Licensee a pro rata refund of fees paid in advance during the Term or any renewal term.

11.2.4 LEA shall not be responsible for any infringement liability, or any claim of infringement, if or to the extent that the alleged infringement arises from or is based on (a) any modifications or alterations made to any part of the MapVision Software by any person other than LEA or its authorized representatives, (b) any modifications or alterations made to the configuration of the MapVision Software by any person other than LEA or its authorized representatives, (c) the combination of the MapVision Software with any hardware, software or other information system in any manner not recommended or performed by LEA, or (d) any use of the MapVision Software after release of a patch or update not installed by Licensee if and to the extent that the infringement would have been avoided had such patch or update been installed.

11.2.5 THIS SECTION 11.2 STATES LEA'S ENTIRE OBLIGATION AND LIABILITY TO LICENSEE AND ANY OTHER PERSON CLAIMING BY, THROUGH OR UNDER LICENSEE REGARDING INFRINGEMENT OF ANY FORM OF PROPERTY RIGHT.

12. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY OR TO ANY OTHER PERSON FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, ANY CLAIM FOR LOSS OF SERVICE OR LOST PROFITS, ARISING FROM OR RELATING TO THIS AGREEMENT, THE MAPVISION SOFTWARE OR THE LICENSEE DATA, WHETHER BASED UPON A CLAIM FOR BREACH OF CONTRACT, TORT OR ANY OTHER THEORY OF LIABILITY, EVEN IF ADVISED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES. EXCEPT FOR THE OBLIGATIONS OF EITHER PARTY TO INDEMNIFY THE OTHER UNDER THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY'S TOTAL LIABILITY IN CONNECTION WITH OR UNDER THIS AGREEMENT (WHETHER UNDER THE THEORIES OF BREACH OF CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER THEORY OF LAW) EXCEED THE LICENSE FEE PAID BY LICENSEE UNDER THIS AGREEMENT.

13. Confidential Information.

13.1 *Confidential Information.* In connection with this Agreement and Licensee's use of the MapVision Software, each party may disclose to the other Confidential Information regarding its business or products. "**Confidential Information**" means any information that is not generally known to the public or that would constitute a "trade secret" under the Uniform Trade Secrets Act, but does not include any information that the recipient can establish was already known to the recipient at the time it was disclosed in connection with this Agreement, information that is developed independently by the recipient or received from a third party lawfully in possession of the information and having no duty to keep the information confidential, or information that becomes publicly known other than by a breach of this Agreement. Confidential Information includes, among other things, all software and technology comprising the MapVision Software, the terms and conditions of this Agreement and any information regarding Licensee's operations. The facts of the existence of this Agreement and the relationship of the parties as vendor and licensee are not confidential.

13.2 *Non-Disclosure.* Each party agrees to hold the Confidential Information of the other party in strictest confidence and not to copy, reproduce, distribute, publish or disclose such Confidential Information to any person except as expressly permitted by this Agreement. In the event disclosure of the other party's Confidential Information is required by or any government or judicial order, the party compelled to make such disclosure shall use its best efforts to give the other party prior notice, cooperate with the party whose information is to be disclosed to preserve the confidentiality of the Confidential Information consistent with applicable law and use its reasonable efforts to limit any disclosure to the minimum extent necessary to comply with such law or order..

13.3 *Duration.* All right, title and interest in and to any Confidential Information provided to the receiving party will remain vested in the disclosing party. The obligation of the parties under

the provisions of this Section shall continue in effect as to any information as long as such information is not generally known to the public.

13.4 *Injunctive Relief.* The parties agree that unauthorized disclosure of a party's Confidential Information in violation of this Agreement will result in irreparable harm to the disclosing party, the damages for which cannot be ascertained or compensated by monetary awards, and that the disclosing party shall, therefore, be entitled to seek and obtain whatever injunctive or other equitable relief may be available without posting bond or other security.

14. Miscellaneous .

14.1 *Entire Agreement.* This Agreement and the documents expressly referred to in this Agreement constitute the entire agreement between the parties relating to the license of the MapVision Software and supersede all prior understandings and agreements, whether written or oral, that may relate to the subject matter of this Agreement.

14.2 *Severability.* Should any provision of this Agreement be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, such provision shall be deemed modified to the extent necessary (consistent with the intent of the parties) to eliminate the illegal, invalid or unenforceable effect, or to delete such provision if modification is not feasible, and the remaining terms shall continue in full force and effect.

14.3 *Independent Parties.* Nothing in this Agreement is intended or shall be construed to create any relationship of employer and employee, agent and principal, partnership or joint venture between the parties. LEA and Licensee are independent parties. Neither of the parties assumes, directly or indirectly, any liability for the other party. Neither party has any authority to bind or obligate the other party, and neither shall represent to anyone that it has such authority.

14.4 *No Use of Name.* Except as required for purposes of performing its respective obligations under this Agreement, LEA shall not use the name, logo, trademarks, images or other intellectual property of Licensee for any advertising, marketing, endorsement of the MapVision Software or for any other purposes without the specific prior written consent of an authorized representative of Licensee as to each such use. LEA may, however, identify Licensee as a user of the MapVision Software.

14.5 *Governing Law.* This Agreement and all disputes arising under or related to it shall be governed by the laws of the State of Florida applicable to contracts made and to be performed wholly within the State of Florida. Each of the parties submits to the jurisdiction of the state and federal courts located in Florida.

14.6 Dispute Resolution.

14.6.1 In the event that any dispute arises under this Agreement, the parties agree that prior to commencing arbitration or any other legal proceeding, each party shall send an officer or senior management representative of such party to negotiate a resolution of the dispute in good faith at a time and place mutually agreed. The officer or other representative designated by each party shall have the authority to bind his or her respective party in all material respects related to the dispute. Notwithstanding the foregoing, each party shall have the right to seek injunctive relief with respect

to any conduct or omission of the other party so as to avoid or minimize the prospect of irreparable harm resulting from such conduct or omission.

14.6.2 In the event the parties cannot resolve the dispute by negotiation, then the dispute shall be resolved by binding arbitration. Any such arbitration shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association; as such rules may be modified by the mutual agreement of the parties and the arbitrators selected. The arbitration shall be conducted by a single arbitrator who shall be knowledgeable about software and/or electronic records management. Judgment on the arbitration award may be entered by any court (state or federal) having jurisdiction over such award. The arbitrator shall have no power or authority to award punitive damages. Except as expressly provided by the provisions of this Section 13.4, no party shall commence litigation in any federal or state court regarding matters arising out of this Agreement and if a party does commence litigation, the other party shall have the absolute right to have such litigation stayed and dismissed. The opposing party may request that the court refer the matter to arbitration, or it may instead institute an arbitration proceeding, which shall supersede and take precedence over any court proceedings. All attorneys' fees and costs incurred by a party in opposing and/or obtaining a dismissal or stay of non-arbitration proceedings shall be recoverable against the party initiating such proceedings. The costs and fees of the arbitrator shall be borne equally by the parties. Each party shall bear its own attorneys' fees and related costs and expenses unless expressly awarded by the arbitrator to the prevailing party.

14.7 *Notices.* All communications required or permitted to be given by this Agreement shall be made in writing and shall be sent by commercial delivery or certified U.S. mail to the address for the respective party shown on the first page of this Agreement or to such other address as either party may specify from time to time in writing.

14.8 Any fees associated with any proposed and adapted modifications to this agreement by Licensee requiring at LEA's option to have council review and amend will be the responsibility of the Licensee.

14.9 *No Assignment.* Neither party shall assign or transfer this Agreement, or any license granted in this Agreement, whether voluntarily, by operation of law or otherwise, without the prior written consent of the other party, *except* that LEA may assign this Agreement to any successor or to any purchaser of all or substantially all of the business or assets of LEA. Any attempted assignment or transfer that is not approved by the other party as required by this section shall be void and of no legal effect. This Agreement shall inure to the benefit of each of the parties and their respective successors and permitted assigns.

14.10 *No Third-Party Beneficiaries.* Nothing in this Agreement is intended or shall be construed to confer on any person not a party to this Agreement any rights or benefits.

14.11 *Waiver.* This Agreement may only be waived or amended in a writing that is signed by both of the parties and refers specifically to this Agreement. The waiver by either party of any breach of this Agreement does not operate as a waiver of any other breach, and neither party's failure or delay in exercising its rights under this Agreement shall be deemed a waiver of such rights.

14.12 Force Majeure. Neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement for any cause beyond its reasonable control including, without limitation, acts of God, fire or other disaster or telecommunications, power or Internet failure. The occurrence of any such event shall toll the time period provided in this Agreement for performance by the affected party.

14.13 Counterparts. This Agreement may be executed in two or more counterparts each of which will be deemed an original copy of this Agreement, but all of which together will constitute one and the same agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed and delivered this Agreement effective as of the date first set forth above.

Leading Edge Associates, Inc.



By: _____

Name: Michael D. Reynolds
Title: VP/COO & Co Owner

Address:
3310 E Locanda Cir
New Smyrna Beach, FL 28732
USA

San Mateo County Mosquito and
Vector Control District (SMCMVCD)
("Licensee")

By:

Print Name:

Title: District Manager

Address:
1351 Rollins Road
Burlingame, CA 94010

Exhibit A
to
Software License Agreement

MapVision G3

Licensee	San Mateo County Mosquito and Vector Control District	Site(s):	1351 Rollins Road Burlingame, CA 94010
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1. Licensed Software: LEA will provide the following software to Licensee:

MapVision Gen 3 Software, Field and Flow Control Apps

2. Fees for MapVision Software license

- In consideration of the license, training, support and maintenance provided by LEA to Licensee for the licensed Software, Licensee shall pay LEA annually the following fees;
- Annual MapVision Server License & Service and Support \$25,000.00
- For the first year beginning on the Effective Date.
 - These fees are included in the total project price for the first year or twelve months following the Effective Date. Each year thereafter, the licensee fee may increase based on the Consumer Price Index (CPI), published by the Wall Street Journal (WSJ) of the current year, at a minimum of 5.0% annually per year for each year of this Agreement at the discretion of LEA
 - Licensee shall reimburse LEA for all reasonable travel and out-of-pocket expenses incurred by LEA or its representatives to perform services on-site at Licensee's facilities but only if such travel is approved in writing and in advance by Licensee. Reimbursable out-of-pocket expenses for travel include travel, local transportation, lodging and meals.
 - If requested and authorized by Licensee, on-site service and support provided by LEA shall be charged at the following rate: the lesser of either \$850.00 per full day or \$250.00 per hour, based on the total hours worked onsite that day. Additional custom software enhancement work shall be charged at \$250.00 per hour. Enhancement or configuration projects and associated cost estimates shall be approved in writing by the Licensee prior to LEA starting work on configurations.
 - Two (2) hours each month of programming modifications are included in the training, support and maintenance agreement. Any monthly modifications exceeding

the two-hour timeframe, including on-line and telephone support will be billed at \$250.00 per hour. Maintenance program hour time allocations expire monthly and are not rolled-over or accrued to future months. The training, support and maintenance agreement also includes all costs associated with website hosting for Internet and Intranet sites. Upon termination, LEA will no longer provide server access or hosting services, unless Licensee enters into a separate hosting agreement.

3. Payment. The fees set forth above shall be charged via one or more invoices issued by LEA and shall be paid by Licensee on the Effective Date; provided, however, that the Support Fee shall be payable annually

Pricing Summary:

MapVision	Description	Price
Gen2 to Gen3 Upgrade	MapVision TEST, PROD instance, iOS Field App & iOS ULV FC App, Tier I, II & III PBI Reporting, Setting, Master Management, Rules	\$110,000
	<ul style="list-style-type: none"> ● All Gen2 features referenced above & ● Legacy data importation <p>Note: LEA is familiar with the G2 data structure but may discover data quality issues with either spatial or data input items. As such, your support and help in confirming, identifying and correcting input data will be required. Any support beyond our initial integration efforts may result in hourly invoicing for completion of integration.</p>	
Annual License and Support Agreement	<p>License for server and apps, servers and two hours per month, non accumulative technical support hours. Up to 100 users, automatically renewed annually</p> <p>(Adjusted for current SSMA paid in 2022)</p>	\$25,000

Payment Terms & High Level Benchmark Schedule:

Benchmark	Duration Days	Description
Pre-project work	30 - In Progress	LEA: <ul style="list-style-type: none"> ● Site Addresses clean up (In progress) ● Duplicate site marked as inactive sites vs action <ul style="list-style-type: none"> ■ Merge action from inactive sites to active sites
Pre-project work	30 - Pending	SMCMVCD: <ul style="list-style-type: none"> ● Establish two project SuperUsers ● Audit and review all Master Management tables ● Audit and review all Rules in Gen 2 for mapping to Gen 3 ● Contact update - duplicates and need address from SR ● Pricing schedule, confirm and update ● Site Sub Type Assignment
1	1	Proposal Agreement/Contract Accepted and Executed
2	1	Invoice #1 - 50%
3	30	Severs, data loading and setting in progress
		UAT Sign Off
4	Weekly	Weekly On-line Project Meetings begin
5		Environment Setup – Server and iOS
		UAT Sign off
6	60	Essential Data Load
		UAT Sign off
7		Invoice #2 - 25%
8	30	PBI – Standard

		UAT Sign off
9	1	Go Live with Gen3 (Retain Gen2 for 60 days, provide data backup, inactivate G2 server)
10		Additional customizations if applicable
		Final UAT sign off
		Invoice #3 - 25%

Note:

- Any bugs will be fixed on us, any change order will be documented, proposal presented and if approved scheduled for after go live
- Schedule and dates are subject to change based on task changes, availability, input and other scheduling influences.
- Prices are subject to change
- Final calendar, project and Gantt chart will be provided upon approval and initial invoice
- Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the District, become its sole property and shall, at Consultant's expense, be delivered to the District or to any party District may so designate

Accepted and acknowledged by the parties below:

Leading Edge Associates, Inc.



By: _____

Name: Michael D. Reynolds

Title: VP/COO & Co Owner Address:

3310 E Locanda Cir
New Smyrna Beach, FL 28732
USA

**San Mateo County Mosquito and Vector
Control District (SMCMVCD)**

(“Licensee”)

By: _____

Print Name: _____

Title: District Manager

Address: 1351 Rollins Road
Burlingame, CA 94010

Exhibit B
Software Warranty & Performance
MAPVISION

Licensed Software:

LEA will provided a final features and configurations Specifications Document to San Mateo County Mosquito and Vector Control District (SMCMVCD)

From: [Casey Stevenson](#)
To: [Brian Weber](#)
Subject: FW: Invoice from Leading Edge
Date: Thursday, February 2, 2023 1:22:16 PM

Casey Stevenson
Operations Director
SMCMVCD
cstevenson@smcmvcd.org



SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT

Protecting public health since 1916

From: Michael Reynolds <mreynolds@leateam.com>
Sent: Tuesday, January 17, 2023 5:56 AM
To: Casey Stevenson <cstevenson@smcmvcd.org>
Cc: Brian Weber <bweber@smcmvcd.org>; William Bill H. Reynolds, Jr. <breyolds@leateam.com>; Pam Leal <pam@elevated-accounting.com>; Britney Reynolds <britney@leateam.com>
Subject: Re: Invoice from Leading Edge

Good morning Casey,

Okay, so to confirm...

We will amend the current invoice reverting back to the previous year's annual total.

Can you share with us if the board has approved the migration to Gen3?

If approved, we will then prorate the amount for the new Lic & Support for Gen3

Thanks,

Agenda Item 9

MANAGER'S REPORT

Real Estate

Since the District's Redwood City property was sold in early 2020, the District looked for ways to replace that property's role. The immediate and short-term way the Board was able to resolve the equipment, storage, and staff operations issue was through a leased property near District headquarters. Therefore, in 2020 the Board approved a three-year lease with a property owner down the street from 1315 Rollins Rd. Staff is pleased to report that the District is no longer paying for the leased property and is making use of the purchased property while architectural plans unfold.

The purchased property architectural project, located at 1415 North Carolan Ave, is still underway. Please see **attachment 9.1** to view this month's Project Management Report.

Inter-agency Communication

In January, District staff met with Dave Halsing, Executive Project Manager of the California State Coastal Conservancy, to discuss the South Bay Salt Pond Restoration Project (SBSP). Staff received an update on local projects to ensure they will not create mosquito breeding habitats.

The SBSP Restoration Project is a collaborative effort among federal, state and local agencies working with scientists and the public to develop a programmatic plan for habitat restoration, flood management and wildlife-oriented public access within the approximately 15,100 acres of former Cargill salt ponds in South San Francisco Bay (**see attachment 9.2**) acquired for the project in 2003. SBSP created the Stakeholder Forum with parties interested in high-level and the project's success. The purpose of the Stakeholder Forum is to provide high-level input to the Project Management Team on the restoration plan. Information is used to provide feasible and substantive design and plan management direction to the Consultant Design Team. The Forum also assists managers in gaining a broader understanding of public and interest group perspectives. District Manager Brian Weber currently sits as the mosquito control advisor on the project's Stakeholder Forum. The District became involved when restoration projects around California and the Bay Area were identified as creating mosquitoes.

Future Board Meetings and Brown Act Update

Governor Newsom’s COVID-19 Executive Orders have begun to expire or be rolled back. Brown act modifications are no exception to this process. If existing Executive Orders are not extended, some items the Board must consider and comply with them.

- **How to comply with AB 2449**, which authorizes, until January 1, 2026, individual members of a legislative body of a local agency to meet via teleconferencing without noticing their teleconference location and making them accessible to the public. However, 2449 doesn’t come without some hurdles. Below are important AB 2449 requirements, followed by a brief description of how they apply to SMCMVCD’s Board.
 - At least a quorum of the members of the legislative body must participate in person from a singular physical location identified on the agenda that is open to the public and situated within the local agency’s jurisdiction.
 - A minimum of 11 Board members must be present at District Headquarters if a Board member needs to attend a meeting remotely.
 - AB 2449 cannot serve as a means for any legislative body member to participate in meetings solely by teleconference from a remote location for more than three consecutive months, or 20 percent of the regular meetings.
 - SMCMVCD Board members can attend a meeting remotely no more than two times in a calendar year.
 - The legislative body member must notify at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause or “emergency circumstances.”
 - Childcare or caregiving needs require them to participate remotely.
 - A contagious illness that prevents a member from attending in person.
 - A need related to a physical or mental disability
 - Travel while on official business related to the government agency
 - A physical or family medical emergency prevents a member from attending in person.

REFERENCE MATERIALS

1. 1415 N. Carolan Ave. Project Management Report
2. South Bay Salt Pond Restoration Boundaries



1415 N. Carolan Ave. Project Management Report

Reporting date

1/1/22-1/31/22

Project objective(s)

1. Eliminate the need for leased property
2. Meet District space, parking, and equipment storage long and short-term needs
3. Develop a real estate strategy that spans up to ten years
4. Prioritize building projects. Projects will be prioritized based on the following (in order of importance):
 - a. Need- these items are either required per code/law or designed to protect the structure, occupants, and stored equipment.
 - b. cost
 - c. construction best practices

Work completed in November and December

1. Completed discussions with the City of Burlingame on earthquake retrofit requirements
2. Draft plans are continuing to be finalized

Work planned to complete in January and February

1. Finalize draft plans and provide them to the Real Estate Committee for comment

Outlook for the remainder of 2023

1. Continue finalizing draft plans and working with the Real Estate Committee while navigating new codes implemented since the property purchase

Budget status and outlook


Budget spent to date: \$107,773.08


Budget remaining: \$42,226.92

No new invoices have been received since the January Board meeting

South Bay Salt Pond Restoration Project


Figure 1-2: SBSP Restoration Project Boundary

 SBSP Restoration Project Boundary

 County Boundaries

0 1,500 3,000 4,500
Meters

0 5,000 10,000 15,000
Feet



Source: SFEI, EDAW, Cargill, Bay Area Open Space Council
Map by: EDAW Inc.
Map update: November, 2007

