



**REGULAR MEETING
OF THE BOARD OF TRUSTEES
January 10, 2024, 6:00 PM
AGENDA**

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

HOW TO OBSERVE THE MEETING:

In-person: *Regular meetings* of the Board of Trustees shall be held on the 2nd Wednesday of each calendar month at 6:00 p.m. in the Board Room of the San Mateo County Mosquito and Vector Control District, 1351 Rollins Road, Burlingame, California.

All Trustees must attend the meeting in person unless a valid exception applies under AB 2449 or existing Brown Act requirements.

Telephone: Listen to the meeting via 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 publicly announce the opportunity to comment. 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 swiftly to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records 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

- Announcements/Consideration and Approval of Requests by Trustees to Participate Remotely Pursuant to AB 2449 (Government Code 54943(f)). Information about the requirements of AB-2449 can be found at the following link.

[Bill Text - AB-2449 Open meetings: local agencies: teleconferences.](#)

- Trustee Parker will attend remotely pursuant to ADA accommodation.
- Chuck Cotten will attend this meeting from a remote location. For members of the public who wish to attend at this location. the address is 620 Lighthouse Lane in Pacific Grove, CA
- The 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 that are 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. **Meeting Minutes**

Minutes from November 8, 2023

B. **Contracts**

Cost Sharing Agreement between seven California mosquito and vector districts for an Addendum to the Programmatic Environmental Impact Report

ACTION: Motion to approve the Consent Calendar

REGULAR AGENDA

6. **BOARD OFFICER ELECTIONS**

Report by: Donna Rutherford, Ad Hoc Board Officer Nominating Committee Chair

ACTION: Motion to approve newly elected Board Officers (Board President, Vice President, Secretary, and Assistant Secretary) to serve two-year terms effective immediately.

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 Report

1. Finance Committee Report – January 2, 2024

Report by: Mason Brutschy, Committee Chair

B. Review the Financial Report for FY 2023-24 as of October 31, 2023

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to approve Financial Report FY 2023-24 as of October 31, 2023

C. Review the Financial Report for FY 2023-24 as of November 30, 2023

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to approve Financial Report FY 2023-24 as of November 30, 2023

D. Review of proposed changes to Policy 6030 Expense Authorization

Report by: Brian Weber, District Manager

District General Counsel, Alexandra Barnhill

ACTION: Recommend the Board approve edits to Policy 6030

8. STAFF REPORTS

A. Operations Director Casey Stevenson will provide an update on Field Operations.

- B. Laboratory Director Angie Nakano will provide an update on Laboratory activities.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles will provide a presentation on the District Public Outreach Program.
- D. Information & Technology Director Matthew Nienhuis will provide an update on District technology matters.

9. MANAGER’S REPORT

Manager Weber will provide an update on relevant District information.

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

11. ADJOURNMENT



**REGULAR MEETING OF THE BOARD OF TRUSTEES
November 8, 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 November 8, 2023. Location: **1351 Rollins Road Burlingame, CA 94010**

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
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
D. Scott Smith	Town of Hillsborough
Catherine Carlton	City of Menlo Park (joined at 7:10 p.m.)
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Michael Yoshida	City of South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT: Carolyn Parker, City of Brisbane
Ed Degliantoni, City of San Mateo (Retired from the Board)

OTHERS PRESENT: District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
Laboratory Director, Angie Nakano
Operation Director, Casey Stevenson
Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis
Ahmed Badawi, CPA of Badawi & Associate
Sharon Thomas, AIA- Senior Project Manager



1. CALL TO ORDER

The meeting was called to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Chuck Cotten led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present at roll call, including 16 Trustees in the boardroom and 2 Trustees on Zoom video conference, constituting a quorum. Trustees Parker and Carlton relied on the just cause basis under AB 2449. Trustee Ed Degliantoni retired from the Board after serving eight years as a Trustee.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None. No members of the public were present at any time during the meeting.

Board Comment: None

5. CONSENT CALENDAR

- A. Approval of Minutes from November 8, 2023
- B. Approval of Resolution M-027-2023 Addressing Disruptive Comments During Public Comment Period
- C. Approval of Resolution M-026-2023 Honoring Ed Degliantoni

Public Comment: None

Board Comment: Trustee Sylvester pulled Agenda Item B.2. Resolution M-027-2023 addressing Disruptive Comments during the Public Comment Period.

ACTION: Motion by Trustee DeJarnatt, second by Trustee Sylvester, to approve items A and C.

Motion passed by 18 yeas, 0 noes.



ACTION: Motion by Trustee Sylvester, second by Trustee Riechel, to approve item B Resolution M-027-2023. Motion passed by 17 yeas, 1 no (Trustee Baluom).

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

A. Finance Committee Report

Committee Chair Mason Brutschy provided a written report in the Board Packet. The Committee met on October 30, 2023. Finance Director Richard Arrow presented the preliminary Financial Report for FY 22-23 as of September 30, 2023. The Comprehensive Financial Report as of June 30, 2023, was received. Sharon Thomas and Mike Wasserman provided a PowerPoint presentation from CPM requesting the District Manager to enter into an agreement with CPM not to exceed \$25,00.00 to finalize the conceptual design phase for 1415 N. Carolan Avenue.

- B.** Ahmed Badawi, CPA of Badawi and Associates, presented a presentation on the District's Annual Comprehensive Financial Report. The District received an unmodified opinion indication that the District's financial statements were fairly presented and in conformity with GAAP standards.

Public Comments: None

Board Comment: Trustee Sylvester inquired about the General Fund Balance.

ACTION: Motion made by Trustee Baluom, second by Trustee Riechel to approve The Annual Comprehensive Financial Report. Passed by 18 yeas, 0 noes.

- C.** Finance Director Richard Arrow provided a written report in the Board Packet. He reported revenues received from July 1 through September 30 YTD were \$446.2 thousand, expenditures were \$2.0 million, and the change in fund balance was \$1.56 million. The District has \$6.7 million in cash in the County Treasure and \$1.1 million in CalCLASS.

Public Comment: None

Board Comment: None



ACTION: Motion made by Trustee Riechel, second by Trustee Collins, to approve Financial Report for FY 2023-24 as of September 30, 2023. Passed by 18 yeas, 0 noes.

- D. Sharon Thomas, AIA- Senior Project Manager, provided a written report. The Firm is requesting to enter into an agreement with the District not to exceed \$25,00.00 to finalize the conceptual design for the 1415 N. Carolan property.

Public Comments: None

Board Comments: Trustees asked questions on CPM location, whether they were certified and insured, and how they decided the cost for the design phase.

ACTION: Motion made by Trustee Riechel, second by Trustee Lions, to approve an agreement with CPM for a not-to-exceed amount of \$25,000 to finalize the conceptual design phase for 1415 N Carolan Ave. Passed 18 yeas, 0 noes.

- E. Committee Chair Rutherford provided the Board with a written report. The November meeting allowed Board Members to hear nominee statements and approve the slate nominations. Nominations from the Board were opened, no names, and submitted. The Board election in January will follow the CA Health & Safety Code 2027 and the Brown Act Government Code Section 54953. The vote will be public and oral roll at the January Meeting. The slate will be Trustee Brutschy for President, Trustees Lion and Martin for Vice President, Trustee Smith for Secretary and Trustee Rutherford for Vice Secretary.

Action: Motion by Trustee Carlton, second by Trustee Baluom to approve the slate of trustees running for Board Officer positions. Passed 19 yeas, 0 noes.

7. STAFF REPORTS

- A. Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He has two seasonal employees who are trimming trails. Casey indicates they are taking MapVision Database Training.

- B. Laboratory Director Angie Nakano provided a written report in the Board Packet. She reports that West Nile Virus has been detected in the Bay Area and possibly brought in from out of state.



- C. Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. Dr. Curtis-Robles shared the tools used to teach her school students about mosquito education and prevention, and demonstrated how she altered those tools for grade-level appropriateness.

- D. Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He reported attending the Open Data Science Conference (ODSC) held in Burlingame on November 2-3, 2023. The primary objective of attending was to stay abreast of the latest AI and large language model developments.

8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He highlighted the American Mosquito Control Association Conference in Dallas, TX, on March 4-8, 2024. One Board Member should attend this event to expand their knowledge and reinforce connections in the industry. In addition, the 92nd Annual Mosquito and Vector Control Association of California will be held in Monterey Bay, CA, January 20-24, 2024. District Manager Weber reminded the Trustees of Field Day on December 13, 2024.

9. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: District Title: District Manager (Gov. Code section 54957(b))

CONFERENCE WITH LABOR NEGOTIATOR Unrepresented Employee: District Manager (Gov. Code section 54957.6)

10. REPORT FROM CLOSED SESSION

The Board did not take any reportable action in closed session.

11. Resolution M-028-2023 Third Amendment to Manager's Employment Agreement.

ACTION: Motion made by Trustee Lion, second by Trustee Baluom, to approve the Third Amendment to Manager's Employment Agreement with a 10% salary adjustment and \$10,000 one-time bonus. Passed 19 yeas, 0 noes.

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

The next Meeting is on January 10, 2024, at 6:00 p.m., the 2nd Wednesday of the Month. (In Person)



13. ADJOURNMENT: 8:39 P.M.

Kati Martin, Board President

Donna Rutherford, Board Secretary

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

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

Approved:

District Manager

Board President

Agenda Item 5B

SUBJECT: CONSIDER RECOMMENDING THE BOARD APPROVE A COST-SHARING AGREEMENT BETWEEN SEVEN CALIFORNIA MOSQUITO AND VECTOR DISTRICTS FOR AN ADDENDUM TO THE PROGRAMMATIC ENVIRONMENTAL IMPACT REPORT

SUMMARY

Seven coastal mosquito and vector control districts completed Programmatic Environmental Impact Reports (PEIRs) and integrated mosquito and vector management programs (IMVMPs) from 2015-2018. These districts need to modify their programs to include new equipment, technology, and active ingredients introduced to the mosquito control industry after 2018. Such program modifications are considered a program change under the California Environmental Quality Act (CEQA), which directs agencies to analyze and determine if implementing such changes presents an environmental impact beyond those specified in the original PEIR.

Since the participating District's have similar environmental and programmatic characteristics, an opportunity exists to share the cost of updating these environmental documents. A similar agreement was used to create the original PEIR template in 2015. The 2015 agreement successfully reduced costs and staff time invested during template creation.

While this agreement delivers the CEQA-compliant edits needed by all participating districts, the template will require additional work to meet some needs specific to San Mateo County.

This agreement was reviewed by District Counsel and recommended by the Finance Committee.

RECOMMENDATION

Authorize the District Manager to enter into an agreement with seven mosquito and vector control districts for a not-to-exceed amount of \$25,706.58.

MATERIALS ATTACHED

1. Agreement with seven California mosquito and vector districts for an Addendum to the Programmatic Environmental Impact Report

COST SHARING AGREEMENT
FOR ADDENDUM TO THE PROGRAMMATIC ENVIRONMENTAL IMPACT
REPORT

This Cost Sharing Agreement for the Addendum to the Programmatic Environmental Impact Report (“Agreement”) is entered into as of _____, 2023, by and between the following California special districts:

- 1) Alameda County Mosquito Abatement District,
 - 2) Contra Costa Mosquito and Vector Control District,
 - 3) Marin/Sonoma Mosquito and Vector Control District,
 - 4) Napa County Mosquito Abatement District,
 - 5) Monterey County Mosquito Abatement District,
 - 6) San Mateo County Mosquito and Vector Control District,
- and
- 7) Solano County Mosquito Abatement District.

RECITALS

A. All seven parties to this Agreement, collectively referred to as “the Districts” or singularly as a “District,” engage in similar mosquito and/or vector control activities to protect the public health in their respective jurisdictions. These activities require compliance with the provisions of the California Environmental Quality Act (“CEQA”). In 2016, the Districts completed a Programmatic Environmental Impact Report (PEIR) to comprehensively evaluate the environmental impacts of their integrated mosquito and/or vector management programs (IMVMPs). Each member district subsequently adapted the PEIR to its particular requirements and then certified a final version of the PEIR and associated mitigation monitoring and reporting program (MMRP). The Districts now desire to update their environmental documentation in order to add new materials, techniques, and equipment to their IMVMPs and to comply with current statutes, guidelines and decisional law. The Districts anticipate that this will involve the preparation of an Addendum to the PEIR.

B. The effective date of this Agreement shall be the date the last of the seven parties executes the Agreement (“Effective Date”).

C. Since many of the IMVMPs conducted by the Districts have similar characteristics, the Districts will have common components in the environmental analysis of the impacts of such programs and believe the opportunity exists to share in the cost of updating their environmental documents. After considering multiple consultants to perform the work, the Districts have selected Ascent Environmental Inc., of Sacramento, California (“Consultant”) as

the consultant best able to meet the needs of all seven Districts based on their relevant experience and knowledge of IMVMPs.

D. The Districts propose to engage the services of Consultant by way of a separate agreement between Consultant and the Marin/Sonoma Mosquito and Vector Control District (MSMVCD). MSMVCD will serve as the main contracting and administrative agency for the participating Districts, entering into an Agreement for Services with the Consultant that will cover the scope of services desired and agreed upon by the seven participating Districts. During the life of the project, MSMVCD will pay the consultant's approved invoices and will invoice the other participating Districts for their share of the expenditures. The Districts desire to enter into this Agreement in order to formalize the understanding between the Districts as to each District's share of the contract costs to be paid to the Consultant as well as other provisions related to each District's responsibilities and obligations.

NOW, THEREFORE, in consideration of the mutual promises and benefits described herein, the Districts hereby agree as follows:

AGREEMENT

1. **Recitals.** The Districts acknowledge that the Recitals above are true and correct and are hereby incorporated into this Agreement as if fully set forth below.
2. **Term and Termination:** The term of this Agreement shall be from the Effective Date to the date of completion of all services by Consultant in accordance with the MSMVCD's contract with Consultant, which is attached hereto as Exhibit A.
3. **Sharing of Costs for the Services of Consultant.**
 - (a) The fixed, not to exceed, contract amount to be paid by MSMVCD to the Consultant shall be \$179,946 (one hundred and seventy-nine thousand, nine hundred and forty-six dollars) ("Total Contract Amount") as detailed more particularly in the contract with Consultant.

Each District shall pay one seventh (1/7) or 14.29% of the Consultant costs for the Addendum to the Programmatic Environmental Impact Report. Unless this Agreement is amended as provided for herein, the actual amounts to be paid by each of the seven Districts shall not exceed the following:

Alameda County Mosquito Abatement District	\$25,706.58
Contra Costa Mosquito and Vector Control District	\$25,706.58
Marin-Sonoma Mosquito and Vector Control District	\$25,706.58
Napa County Mosquito Abatement District	\$25,706.58
Monterey County Mosquito Abatement District	\$25,706.58
San Mateo County Mosquito and Vector Control District	\$25,706.58
Solano County Mosquito Abatement District	\$25,706.58

- (b) If the Districts unanimously agree to increase the Total Contract Amount to be paid by MSMVCD to Consultant, the percentage share of the increase for each District

shall remain the same as listed in subsection (a) above. If some but not all Districts desire to increase the Total Contract Amount, then the additional costs shall be split equally between those Districts desiring to increase the Total Contract Amount, unless otherwise agreed to in a written amendment to this Agreement. No District shall have any obligation to pay any additional costs above the Total Contract Amount unless the District(s) agree to such additional costs by way of a written amendment to this Agreement. MSMVCD shall execute a corresponding amendment to its agreement with Consultant to reflect the request by the District(s) for additional work and to increase the Total Contract Amount.

- (c) Each District agrees promptly to pay to MSMVCD their percentage share when invoiced, as stated in subsections (a) and (b) above, upon presentation by MSMVCD of monthly invoices.
- (d) Should one or more District(s) default on their obligations under this Agreement, the remaining Districts shall continue to completion by equally reapportioning each remaining District's percentage obligation. This remedy is in addition to, not in limitation of, any other right, power, privilege, or remedy, either in law, in equity, or otherwise, to which the non-defaulting District(s) may be entitled. No failure or delay on the part of non-defaulting District(s) in exercising any right, power, or remedy will operate as a waiver thereof, nor will any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right hereunder. All of the non-defaulting District(s) rights and remedies, whether evidenced by this Agreement or by any other agreement, instrument, or document shall be cumulative and may be exercised singularly or concurrently.
- (e) Should additional work prove to be necessary in order to complete the project, the Districts agree to participate in an amendment to this agreement, provided that the cost per District shall not exceed \$3,000 (three thousand dollars).

4. Right to Use Work Product of Consultant. Each District shall have the right to receive copies of, modify as required, use, and adopt, all environmental documents prepared by Consultant pursuant to this Agreement; provided however, that any District's right to receive, modify, use or adopt any environmental document prepared by Consultant pursuant to the this Agreement shall be forfeited if said District has not paid its full share of the Total Contract Amount as listed above, as well as any additional cost that proves to be necessary in order to complete the project as described in 3(e) above. The Districts shall retain this right regardless of whether Consultant's work product is completed as long the District seeking to exercise this right has paid its proportional share of the Total Contract Amount. This right shall survive termination of this Agreement.

5. Counterparts. This Agreement may be executed in full or in counterparts, each of which will be deemed an original binding the signer thereof against the other signing parties, but all counterparts together will constitute one and the same instrument.

6. Severability. Any term or provision of this Agreement that is invalid or unenforceable in any jurisdiction will, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement, or affecting the validity or enforceability of any of the terms or provisions of this Agreement.

7. Notice. Any notices which any District may desire to give to any other District under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as, but not limited to, Federal Express, that provides a receipt showing date and time of delivery, (iii) by United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the District as set forth below or at any other address as that District may later designate by notice, or (iv) e-mail as set forth below or at any other e-mail address as that District may later designate by written notice:

To: Alameda County Mosquito Abatement District
23187 Connecticut Street
Hayward, CA 94545
Attention: Ryan Clausnitzer, District Manager
E-mail: ryan@mosquitoes.org
T: 510.925.1756

To: Contra Costa Mosquito and Vector Control District
155 Mason Circle
Concord, CA 94520
Attention: Paula Macedo, General Manager
E-mail: pmacedo@contracostamosquito.com
T: 925.771.6102

To: Marin/Sonoma Mosquito and Vector Control District
595 Helman Lane
Cotati, CA 94931
Attention: Philip D. Smith, District Manager
E-mail: phils@msmosquito.org or erikh@msmosquito.org
T: 707.285.2204

To: Napa County Mosquito Abatement District
P.O. Box 10053
American Canyon, CA 94503
Attention: Wesley Maffei, Manager
E-mail: wesley.maffei@napamosquito.org
T: 707.553.9610

To: Monterey County Mosquito Abatement District
926 East Balance Road

Salinas, CA 93901
Attention: Ken Klemme, Manager
E-mail: ken@montereycountymosquito.com

T: 831.422.6438

To: San Mateo County Mosquito and Vector Control District
1351 Rollins Road
Burlingame, CA 94010
Attention: Brian Weber, District Manager
E-mail: bweber@smcmvcd.org
T: 650.344.8592

To: Solano County Mosquito Abatement District
2950 Industrial Court
Fairfield, CA 94533
Attention: Richard Snyder, District Manager
E-mail: richardscmad@aol.com or solmad@solanomosquito.com
T: 707.437.1116

8. Entire Agreement. Although the contract between MSMVCD and the Consultant provides additional details concerning the preparation of the environmental documentation, this Agreement contains the entire understanding between the Districts concerning the cost-sharing obligations of the Districts for the preparation of the environmental documentation.

9. Applicable Law. The laws of the State of California shall govern the rights, obligations, duties and liabilities of the Districts related to this Agreement and shall govern the interpretation of this Agreement.

10. Modification. No modification, waiver or discharge of this Agreement shall be valid unless the same is in writing and signed by all seven Districts.

11. Further Assurances. Each District shall take all actions reasonably necessary to implement the terms of this Agreement and agrees to fulfill its cost-sharing obligations to the other Districts.

IN WITNESS WHEREOF, the Districts hereto have caused this Agreement to be executed on the last date written below.

Alameda County Mosquito Abatement District

By: _____

Name: _____

Title: _____

Dated: _____

Contra Costa Mosquito and Vector Control District

By: _____

Name: _____

Title: _____

Dated: _____

Marin/Sonoma Mosquito and Vector Control District

By: _____

Name: _____

Title: _____

Dated: _____

Napa County Mosquito Abatement District

By: _____

Name: _____

Title: _____

Dated: _____

Monterey County Mosquito Abatement District

By: _____

Name: _____

Title: _____

Dated: _____

San Mateo County Mosquito and Vector Control District

By: _____

Name: _____

Title: _____

Dated: _____

Solano County Mosquito Abatement District

By: _____

Name: _____

Title: _____

Dated: _____

Agenda Item 6

SUBJECT: BOARD OFFICER ELECTIONS

SUMMARY

Following the Special Board Meeting held on January 24, 2022, the Ad hoc Board Officer Nominating Committee was charged with enhancing the nomination and election procedures for SMCMVCD Board members. Their efforts resulted in the revision of **Policy 4150 for the Nomination and Election of Board Officers**, approved during the September 13, 2023, Board meeting. Furthermore, the committee worked towards improving the process of introducing nominees to the Board.

The committee established a structured plan for the Board meetings that lead up to the election, which will be as follows in January:

- **January Meeting:**
 - Summary of the election process.
 - Conduct the election.

BACKGROUND AND STATUS

In accordance with the District's current election policy, the January 10, 2024, packet includes a candidate slate for each Board Office (**Attachment 6.1**), which was approved in November.

- According to **Policy Section 4150.423**, the Board Secretary may declare that the candidate is elected by acclamation.
- Each member of the Board may only vote for one candidate per position.
- A roll call vote is required.
- Board officers are elected for a term of two years.
- Board members are encouraged to read **Policy 4150** before attending the January meeting. However, the staff has attached a summary of **Policy 4150**, which can be found in **Attachment 6.3**.

The following is the list of Board Officer positions and the corresponding candidate/s. You will also find this list and their corresponding biographies attached as Item 6.1.

PRESIDENT

Mason Brutschy

VICE PRESIDENT

Kati Martin

Kat Lion

SECRETARY

D. Scott Smith

ASSISTANT SECRETARY

Donna Rutherford

REFERENCE MATERIALS ATTACHED

1. Board Officer Candidate Slate and biographies
2. **Policy 4150 Nomination and Election of Board Officers**
3. Summary of **Policy 4150 Nomination and Election of Board Officers**

SMCMVCD Board Officer Candidate Slate



<u>President</u>	<u>Vice President</u>	<u>Board Secretary</u>	<u>Assistant Secretary</u>
Mason Brutschy	Kathryn Lion (Kat)	Dr. D. Scott Smith	Donna Rutherford
	Kati Martin		



**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

Mason Brutschy Bio

I have been on the Board of Directors of the San Mateo Mosquito and Vector Control District for 10 years representing the City of Atherton. I have been the Chairman of the Finance Committee for 4 years under Kati Martin, President of our Board.

I have been a lifelong resident of the Peninsula except for attending and graduating from the University of California, Berkeley, with a B.A. in Economics and an MBA from the Hass School of Business. I began my professional career at KPMG, one of the Big Four CPA firms in the United States and obtained my CPA certificate while working there. I then worked as a Controller and CFO for several real estate companies. My next professional endeavor was working for several software and medical device companies in Silicon Valley. For the last 20 years, I have had my own CPA firm in Palo Alto.

I feel that I am well prepared to handle the responsibilities of the office of the President. I have a good understanding of the legal and financial matters of the District. Also, I am acutely aware of the mosquito and vector problems that could arise if we did not continue to support the excellent management and staff that we are blessed with. Additionally, I support the North Carolan project so that we can continue to enhance our District's ability to serve the people of San Mateo County.



**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

Kat Lion Bio

Kat Lion currently serves as the Vice President of the Board of Trustees and has been the representative for Redwood City since 2014. She serves on the Public Health and Outreach, Policy, Ad Hoc Real Estate, and chairs the Manager's Review committee, and previously served as the Assistant Secretary. Outside of the SMCMVCD, she serves as Belmont's Mid-Peninsula Water District (MPWD) General Manager.

Prior to joining MPWD, she worked as an environmental and water resources consultant in Burlingame for 16 years. Ms. Lion holds a B.S. from Santa Clara University in Environmental Science and Biology and a Master of Environmental Science and Management degree from the University of California, Santa Barbara.



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Kati Martin Bio

BA in Insurance Law - 1984

JD 2008

San Mateo Civil County Grand Jury

5 grand juries

3 years teaching new grand jurors with the California Civil Grand Jury Association

4 years – San Mateo County chapter board member

California Special Districts Association of San Mateo

Chair - 2022/23

Mosquito and Vector Control of California

Trustee Board Member 2023

12 years of service with SMCMVCD

Board secretary – 5 years

Board President – 4 years



D. Scott Smith Biography

Darvin (Scott) Smith, MD, MSc, DTM&H, FIDSA

Scott grew up in **Boulder, Colorado**, and attended medical school at the **University of Colorado**.

He went to public health school at **Harvard University** where an interest in Tropical Public Health was further developed, leading to a yearlong study as a **Fulbright Scholar in Cali Colombia**, where he studied improved diagnostic technologies to understand the epidemiology of leishmaniasis, and onchocerciasis (River Blindness), a leading infectious cause of blindness worldwide.

He completed his residency and then a Fellowship at **Stanford University in Medicine, then Infectious Disease & Geographic Medicine**.

He taught at Stanford Medical School and directed a course in Human Biology entitled "Parasites & Pestilence" for over 20 years. He was presented the Bloomfield Award in recognition of excellence in the teaching of clinical medicine at Stanford School of Medicine.

Since 1999 he has organized local, then regional, then Kaiser Nationally sponsored Travel Medicine Conferences to prepare travelers for safe international trips. He served as **Chief of Infectious Disease & Geographic Medicine at Kaiser Redwood City** before retiring in 2023 after the COVID pandemic. He concluded his tenure on a high note, serving as a subject matter expert and on the regional task force for COVID and Influenza vaccination.

He has served locally on the **San Mateo County Mosquito Abatement District Board as trustee** and board member since 2012 for his town of Hillsborough. He has worked in the clinical sector for an International non-profit organization since the tsunami in 2004 with **MENTOR-Initiative** leading training workshops about Malaria and Vector-borne diseases as well as Emergency Responses in Indonesia, Uganda, Kenya, Tanzania, Haiti, and Myanmar.

He has appeared on The Doctors Show (CBS), Animal Planet, Discovery Channel, and National Geographic (and even the Tyra Bank's Show in New York!) about several unusual parasitic diseases in humans, including leishmaniasis, tapeworm, leprosy, and hookworm.





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Donna Rutherford Bio

Donna Rutherford was born in San Mateo, CA. She has been a lifelong resident of East Palo Alto, CA, for over 50 years. She was appointed in 2007 to the San Mateo County Mosquito Vector Control District by the East Palo Alto City Council, representing the city for 16 years. Donna served as the President of the San Mateo County Mosquito Vector Control District during a turbulent time in the District's history when there was an embezzlement in the District. The San Mateo County Grand Jury filed a report to the District titled: Who is Really in charge of the taxpayer's money? "The Mosquito District Embezzlement" Is it the Tip of The Iceberg? Donna was appointed by President Sam Lerner's' Ad hoc Grand Jury response (GJR) Committee on August 5, 2013. It was her leadership as incoming President that restored San Mateo County and the public's confidence and respect that prevented the dissolution of the San Mateo County Mosquito Vector Control District. Donna also served as Vice President and Secretary (current).

She was elected to the East Palo Alto City Council in 2000 and served as the Mayor and Vice Mayor. Donna retired from the Council in 2017. She was elected to the Ravenswood City School District Board of Education in 1988 to 2000, serving as President, Vice President, and Clerk.

Donna has 25 years of knowledge and experience as a public servant. She has worked hard to transfer her strong work ethic and passion for public service in addressing issues on affordable housing, equitable education, social rehabilitation, and supporting less fortunate individuals and those living with mental illness.

Donna is the former Program Administrator for Mateo Loge, Inc., a nonprofit organization. She supervised staff at Wally's Place, which is an Adult Residential Facility/Social Rehabilitation Program, for 23 years. Donna retired in 2019.

I would be honored to continue serving as an officer (alternate secretary) for the District.

Thank you



POLICIES AND PROCEDURES

TITLE: **Nomination and Election of Board Officers**

NUMBER: **4150**

4150.10 **Background** The Officers of the District Board of Trustees include the President, Vice President, Secretary, and Assistant Secretary. Descriptions for each of these Board Officer positions can be found in District Policies 4040 – 4070. All officers are elected by the membership at large. The term of office is for two consecutive years. Each officer may stand for re-election.

4150.11 Board Secretary may be interchangeable with a Board Officer Nominating Committee to determine responsibilities in this policy

4150.20 **Overview**

4150.21 Nominations for the officers will be accepted by the Board Secretary from the floor at the November Board meeting, or in writing prior to the November meeting.

4150.22 The Board Secretary will include the election notice and a list of candidates in the Pre-packet for the January Board Meeting.

4150.23 The election will be conducted by a roll call vote at the January Board meeting, and the results will be announced at that meeting.

4150.24 The new Board Officers will take office at the January Board meeting.

4150.30 **Criteria**

4150.31 Participation on the Board of Trustees as a Board Officer requires a substantial time commitment. Policies #4040-4070 on the Duties of Board Officers and Policy #4150 on Nominations and Elections will be included in the packet for the November Board meeting sent to all Trustees.

4150.40 **Process**



4150.41 Nominations for the Board officers will occur at the November Board meeting as directed:

4150.411 Nominations can be submitted orally, at the November Board meeting, or in writing, to the Board Secretary prior to the November Board meeting. **(4150.411 - .413)**

4150.412 Trustees who are present when nominated will immediately accept or decline. Nominated Trustees who are absent must accept or decline by writing to the Board Secretary before mailing the January Board packets. Nominees who fail to respond on time will be considered to have declined the nomination.

4150.413 After the closing of nominations at the November Board meeting, each candidate may make a brief acceptance statement.

4150.414 At the November Board meeting, the Board Secretary will announce the Slate of Candidates for Board Offices (Appendix # 4150-1). The Slate of Candidates for each office will be confirmed at the November meeting by a majority vote of the Board.

4150.415 Requests by nominees to have their names removed from the ballot must be submitted in writing and received by the Board Secretary before mailing the Pre-Packet for the January Board Meeting.

4150.42 Election of the Board Officers will be conducted by a roll call vote of the Board at the January Board meeting (as required by Health and Safety Code section 2027) as directed:

4150.421 The Board Secretary will provide a slate of candidates with a candidate bio for each Board Office (Appendix #4150-2) for inclusion in the packet for the January Board meeting.

4150.422 The slate of candidates for each Board Office will have each Trustee listed only once and for only one position. The slate of candidates will include all nominees who have agreed to stand for election.



4150.423 The election shall be conducted by voice vote. When there is a single candidate for a particular office, the Board Secretary may declare that candidate is elected by acclamation. When there are two or more candidates for a particular office, the Board Secretary shall announce the office, conduct a roll call vote, and each Trustee may cast a vote for a single candidate among those listed on the Slate of Candidates for that particular office.

4150.424 A candidate must receive a majority of the votes cast in order to be elected to office.

4150.425 If no candidate receives a majority of the votes cast, then a runoff election will be held between the two candidates with the highest number of votes.

4150.426 In the event of a three way or more tie for the highest number of votes in the election, a drawing of straws will be used in order to eliminate all but two of the candidates. The remaining two candidates will participate in a runoff election.

4150.427 In the event of a tie in a runoff election, a coin flip will determine the winner.

4150.428 The election roll call votes will be tallied and announced at the January Board meeting by the Board Secretary. Pursuant to the Brown Act (Government Code Section 54953(c)), the vote of each Trustee must be publicly reported and the Board cannot take action by secret ballot, whether preliminary or final.

4150.429 The election tally sheet will be included in the record for the Board meeting.

4150.431 If any office becomes vacant during the two-year term, nominations and a special election to fill the remaining term will be held at the next appropriate Board of Trustees meetings. Time must be allowed to include the nominations, election announcement, and documents in the packet for the Board meetings at which nominations are taken and the election will be held. Otherwise, the same nomination and election process described above (Policy #4150.20 to 4150.31) will be applied to the special election. Any qualified Trustee or qualified current Officer may be nominated to run for election. The election of a current Officer to the vacant position will create another vacancy and require an additional nomination and election to be held at the same meeting.



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Issued: September 9, 2009
Revised by Board: November 14, 2013, June 2015, and September 13, 2023
Approval: September 13, 2023

Agenda Item 6.3

SMCMVCD BOARD ELECTION SUMMARY

The following are excerpts from the newly passed **Policy 4150 for the Nomination and Election of Board Officers** and Government codes. It is meant to summarize the election process that will occur on January 10, 2024.

The following legal provisions guide this process:

- **CA Health & Safety Code § 2027**
 - (a) At the first meeting of the initial board of trustees of a newly formed district, and in the case of an existing district at the first meeting in January every year or every other year, the board of trustees shall elect its officers.
- **Brown Act Government Code Section 54953**
 - (c) The vote of each Trustee must be publicly reported, and the Board cannot act by secret ballot, whether preliminary or final.

Therefore, the election will be conducted by an oral roll call vote at the January Board meeting, and the results will be announced.

Summary of the election process is as follows:

- The Election will be run by the Board Secretary or Board Officer Nominating Committee designee.
- The Board Secretary will provide a slate of candidates with a candidate bio for each Board Office for inclusion in the packet for the January Board meeting.
- When there is a single candidate for a particular office, the Board Secretary may declare that the candidate is elected by acclamation.
- When there are two or more candidates for a particular office, the Board Secretary shall announce the office and conduct a roll call vote. Each Trustee may vote for a single candidate among those listed on the Slate of Candidates for that office.
- If no candidate receives a majority of the votes cast, a runoff election will be held between the two candidates with the most votes.

Agenda Item 7A

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee Meeting of the Board of Trustees

Finance Committee members attended a meeting on January 2, 2024. Attendees included Committee Chair Mason Brutschy, Robert Riechel, Kati Martin, Muhammad Baluom, Ray Williams, and Ron Collins. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information and Technology Director Matthew Nienhuis, Operations Director Casey Stevenson, and District Counsel Alexandra Barnhill.

- District Manager Brian Weber led a discussion to discuss increasing Trustee compensation. The possible options included pursuing a legislative change to the Health and Safety Code to increase the allowable expense rates from the current \$100 per meeting. Or, as an alternative, to authorize an amount of health, dental, or vision expense contribution to be afforded to District trustees. District Counsel advised that this would be allowable without a change to existing legislation.

It was agreed that further discussion, analysis, and recommendations concerning changes to the Districts benefit programs would be required. This issue will be returned to the Finance and Policy Finance as more information is acquired concerning costs, implementation options, and timing are received.

- Director Richard Arrow presented the preliminary Financial Report for FY 23-24 as of October and November 2023. After a brief discussion highlighting the financial condition and results of operations for those periods, it was unanimously approved to forward the financial reports to the District's Board of Trustees for approval.
- District Manager Brian Weber reported on the proposed changes to Policy 6030 Expense Authorization. After a discussion, the Finance Committee unanimously recommended that the draft policy be sent to the Board of Trustees for adoption. In addition, Policy Committee members should be sent a copy of policy edits prior to the board meeting. The recommended policy has been reviewed and approved by District Counsel.
- The District Manager presented a proposed cost-sharing agreement between seven California mosquito and vector control districts concerning the preparation of an

environmental impact report concerning the application of pesticides and usage of drones in District abatement operations. After discussion, it was unanimously recommended that the proposed agreement be forwarded to the Board of Trustees for approval. The recommended agreement has been reviewed and approved by District Counsel.

- Finance Director Richard Arrow reported that the District received the signed and final Annual Comprehensive Financial Report from Badawi and Associates, the district's independent auditor. The report has been posted on the District's website and submitted to the Governmental Financial Officers Association for review. It was requested that the website link be distributed to each member of the Finance Committee and to the Board of Trustees.

The meeting was adjourned at 6:30 P.M. on January 2, 2024



Item 7B

**Preliminary
Monthly Financial Report
Month Ending October 2023**

Staff Recommendation: Motion to recommend approval of the October 31, 2023, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through October 31, 2023 (YTD) were \$ 652.2 thousand; total expenditures YTD were \$ 2.4 million; and the change in fund balance was \$ 1.8 million. The District had \$ 4.8 million in cash available in County Treasury and \$ 2.7 million in Cal CLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2023:	\$ 9,062,890	\$ 754,020	\$ 9,816,910
Revenues/Resources	\$ 646,083	\$ 6,123	\$ 652,206
Due To (From) Funds	\$ -	\$ -	\$ -
Prior Year Adjustment	\$ 3,606	\$ -	\$ 3,606
Expenditures	\$ 2,411,136	\$ 35,096	\$ 2,446,232
Change in Fund Balance	(1,765,053)	(28,973)	\$ (1,794,026)
* Ending Fund Balance	\$ 7,301,444	\$ 725,046	\$ 8,026,490

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 143,930	\$ -	\$ 143,930
Pension Rate Stabilization Reserve	\$ 110,183		\$ 110,183
Assigned (Capital Improvements)	\$ -	\$ 725,046	\$ 725,046
Public Health Emergency Fund	\$ 800,000	\$ -	\$ 800,000
Natural Disaster Emergency Fund	\$ 650,000	\$ -	\$ 650,000
Real Property Acquisiton Fund	\$ 2,434,670	\$ -	\$ 2,434,670
Debt Service Repayment Fund	\$ 1,000,000	\$ -	\$ 1,000,000
Unrestricted Fund Balance	\$ 2,162,661	\$ -	\$ 2,162,661
Total	\$ 7,301,444	\$ 725,046	\$ 8,026,490



Budget Variances

Revenues

Actual revenues received through October 31, 2023, were over budget by \$ 506,511 resulting from payments of ERAF rebate received in August (\$ 315,441), Property Tax Revenue (\$ 119,975), and all other revenues (\$71,095).

Expenditures

Expenditures through October 31, 2023 were under budget by \$ 3,892 primarily due to the timing of expenditures contained in the table below:

Salaries & Wages	Over	\$8,923	100.9%	No significant variance.
Training Board & Staff	Over	\$5,152	120.2%	Timing differences in conferences
Insurance	Under	\$10,457	94.5%	Insurance Costs less than budgeted.
Facilities Maintenance	Under	\$7,877	56.8%	Timing of Facility Expenditures
Operations	Under	\$18,989	78.5%	Timing of pesticide, fuel, and helicopter expense
Capital	Over	\$11,551	149.6%	Timing of Capital expenditures.

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 \$ 5,000.

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 October 31, 2023, summary, accounts receivable outstanding greater than 90 days total is \$ 15,697 from the California Invasive Plant Council (\$5,119), City of Redwood City Public Works (\$3,752). San Francisco Airport (\$1,146), and Stanford University – Jasper Ridge (\$5,680). Staff is currently contacting agencies to ensure collections.

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 2304 to 2359. Last month's check number ended at 2303. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In October 2023, 56 checks written from the General Fund totaled \$ 189,234.01. In addition, the District wrote 1 check from the Capital Fund totaling \$ 3,542.33 (check number 1263).

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 Oct 31, 2023

	Total Oct 31, 23	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	4,078,041	4,078,041	
1013 · Checking -US Bank - GF x3353	(1,105)	(1,105)	
1018 · Cash-Cal CLASS	2,713,900	2,713,900	
1020 · Cash-County Treasury-CPF x2705	745,290		745,290
1023 · Checking -US Bank - CPF x4183	-		-
1026 · County Funds - FMV	(262,567)	(263,017)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	114,879	114,879	
Total Checking/Savings	7,388,839	6,643,099	745,740
Accounts Receivable			
1100 · Accounts Receivable	116,386	116,386	
1105 · Interest Receivable	-	-	-
Total Accounts Receivable	116,386	116,386	-
Other Current Assets			
1220 · VCJPA-Member Contingency Fund	476,488	476,488	
1230 · Pesticide Inventory	160,226	160,226	
Total Other Current Assets	636,714	636,714	-
Total Current Assets	8,141,939	7,396,200	745,740
TOTAL ASSETS	8,141,939	7,396,200	745,740

LIABILITIES & FUND BALANCE

Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	114,099	93,406	20,694
Total Accounts Payable	114,099	93,406	20,694
Credit Cards			
1040 · US Bank Purchase Card	1,350	1,350	
Total Credit Cards	1,350	1,350	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	-
Total Other Current Liabilities	-	-	-
Total Current Liabilities	115,449	94,756	20,694
Total Liabilities	115,449	94,756	20,694
Fund Balance			
Beginning Fund Balance, 7/1/2023	9,816,910	9,062,890	754,020
Due To (From) Funds	-	-	-
Prior Year Adjustment	3,606	3,606	-
Revenues Over Expenditures	(1,794,026)	(1,765,053)	(28,973)
Ending Fund Balance *	8,026,490	7,301,444	725,046
TOTAL LIABILITIES & FUND BALANCE	8,141,939	7,396,200	745,740

*** COMPONENTS OF ENDING FUND BALANCE**

Nonspendable (Inventory)	143,930	143,930	-
Pension Rate Stabilization Reserve	110,183	110,183	-
Assigned (Capital Improvements)	725,046	-	725,046
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisition Fund	2,434,670	2,434,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	2,162,661	2,162,661	-
Total Fund Balance	8,026,490	7,301,444	725,046

Statement of Revenues, Expenditures Budget vs. Actual
July 2023 through June 2024

Month of Report:
October, 2023

GENERAL FUND:

Ordinary Revenues/Expenditures

Revenues

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
Total 4000 · PROGRAM REVENUES	2,506,718	135,549	(2,371,169)	5.4%	133,111	2,438	101.8%	20,163	22,955	2,792	113.8%
Total 4100 · PROPERTY TAX REVENUES	3,592,034	119,975	(3,472,059)	3.3%	-	119,975	0.0%	-	113,432	113,432	0.0%
Total 4200 · OTHER TAX REVENUES	799,499	315,441	(484,058)	39.5%	-	315,441	0.0%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	115,848	75,118	(40,730)	64.8%	12,584	62,534	596.9%	11,839	70,518	58,679	595.6%

Total Revenues

	7,014,099	646,083	(6,368,016)	9.2%	145,695	500,388	443.4%	32,002	206,905	174,903	646.5%
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Expenditures

Total 5000 · SALARIES & WAGES	3,277,706	1,038,716	2,238,990	31.7%	1,029,793	8,923	100.9%	263,673	260,086	(3,587)	98.6%
Total 5100 · EMPLOYEE BENEFITS	1,344,973	535,630	809,343	39.8%	532,602	3,028	100.6%	95,333	95,570	237	100.2%
Total 5200 · TRAINING - BOARD & STAFF	73,010	30,653	42,357	42.0%	25,501	5,152	120.2%	4,808	4,101	(707)	85.3%
Total 5300 · ADMINISTRATION	412,667	101,170	311,497	24.5%	100,550	620	100.6%	19,949	27,478	7,529	137.7%
Total 5400 · INSURANCE	188,516	178,059	10,457	94.5%	188,516	(10,457)	94.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	102,816	28,347	74,469	27.6%	25,952	2,395	109.2%	6,483	4,777	(1,706)	73.7%
Total 5500 · FACILITIES MAINTENANCE	54,640	10,339	44,301	18.9%	18,216	(7,877)	56.8%	4,553	2,162	(2,391)	47.5%
Total 5550 · UTILITIES	64,264	23,607	40,657	36.7%	21,424	2,183	110.2%	4,796	6,507	1,711	135.7%
Total 5600 · FLEET MAINTENANCE	64,650	17,458	47,192	27.0%	17,890	(432)	97.6%	4,470	4,081	(389)	91.3%
Total 5700 · OPERATIONS	284,821	69,110	215,711	24.3%	88,100	(18,990)	78.4%	12,866	11,421	(1,445)	88.8%
Total 5800 · LABORATORY	95,653	25,481	70,172	26.6%	22,325	3,156	114.1%	7,081	7,198	117	101.7%
Total 5900 · PUBLIC OUTREACH	133,369	34,471	98,898	25.8%	37,849	(3,378)	91.1%	14,722	6,114	(8,608)	41.5%
Total 6500 · DEBT SERVICE	318,094	318,094	(0)	100.0%	318,094	(0)	100.0%	-	-	-	0.0%

Total Expenditures

	6,415,179	2,411,136	(4,004,043)	37.6%	2,426,812	(15,676)	99.4%	438,734	429,495	(9,239)	97.9%
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General Fund Net Revenues Over Expenditures

	598,920	(1,765,053)	(2,363,973)		(2,281,117)	516,064		(406,732)	(222,589)	184,143	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	6,123	(6,123)	0.0%	-	6,123	0.0%	-	6,123	6,123	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,599,626	35,096	2,564,530	1.4%	23,312	11,784	150.5%	5,827	3,600	(2,227)	61.8%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,599,626)	(28,973)	2,570,653		(23,312)	(5,661)		(5,827)	2,523	8,350	
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San Mateo County Mosquito & Vector Control District
A/R Aging Summary
As of October 31, 2023

10/31/2023

	<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	2,396.13	0.00	10,675.30	20,519.75	5,119.09	38,710.27
City of Foster City	7,107.13	0.00	6,008.03	0.00	0.00	13,115.16
City of Pacifica Public Works Wastewater	78.08	0.00	78.08	0.00	0.00	156.16
City of Redwood City, Public Works	4,141.03	0.00	3,649.46	0.00	3,752.30	11,542.79
City of San Francisco, Parks	5,334.52	0.00	6,124.27	5,088.01	0.00	16,546.80
City of San Francisco, Public Utilities	193.68	0.00	70.43	0.00	0.00	264.11
City of San Mateo, Wastewater Treatment	174.86	0.00	165.51	0.00	0.00	340.37
City of South San Francisco Water Quality	168.06	0.00	162.96	0.00	0.00	331.02
Dewey Pest Control	0.00	0.00	15,912.00	0.00	0.00	15,912.00
San Francisco Int'l Airport	35.22	0.00	743.18	946.27	1,145.71	2,870.38
Sewer Authority Mid-Coastside	78.08	0.00	78.08	0.00	0.00	156.16
Silicon Valley Clean Water	327.80	0.00	163.90	0.00	0.00	491.70
Stanford University - Jasper Ridge	2,920.21	0.00	4,050.48	3,299.09	5,679.69	15,949.47
TOTAL	<u>22,954.80</u>	<u>0.00</u>	<u>47,881.68</u>	<u>29,853.12</u>	<u>15,696.79</u>	<u>116,386.39</u>

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
As of December 22, 2023

12/22/2023

	<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	2,396.13	10,675.30	20,519.75	33,591.18
City of Foster City	0.00	0.00		0.00	0.00	0.00
City of Pacifica Public Works Wastewater	0.00	0.00		0.00	0.00	0.00
City of Redwood City, Public Works	0.00	0.00		0.00	3,752.30	3,752.30
City of San Francisco, Parks	0.00	0.00	5,334.52	6,124.27	0.00	11,458.79
City of San Francisco, Public Utilities	0.00	0.00	193.68	0.00	0.00	193.68
City of San Mateo, Wastewater Treatment	0.00	0.00		0.00	0.00	0.00
City of South San Francisco Water Quality	0.00	0.00		0.00	0.00	0.00
San Francisco Int'l Airport	0.00	0.00	35.22	743.18	1,509.71	2,288.11
Sewer Authority Mid-Coastside	0.00	0.00		0.00	0.00	0.00
Silicon Valley Clean Water	0.00	0.00		0.00	0.00	0.00
Stanford University - Jasper Ridge	0.00	0.00	2,920.21	4,050.48	8,978.78	15,949.47
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>10,879.76</u>	<u>21,593.23</u>	<u>34,760.54</u>	<u>67,233.53</u>

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 October 31, 2023

Oct 2023

	<u>October 13, 2023</u>	<u>October 27, 2023</u>	Footnotes:
Payroll ACH Disbursement (including Net Pay & Taxes)			
Total Net Pay	83,996	85,880	
Federal W/H Tax	15,826	15,983	
Social Security Tax	1,608	1,743	← A
Medicare	3,736	3,768	
CA W/H Tax	6,627	6,662	
CA SUI/DI	1,119	1,228	
Total	112,911	115,263	
ADP Process Fee PPE 9/9 & 9/23	286	351	
ADP Time & Attendance	178	-	
Total amount for the period	113,374	115,614	
Total amount for the month:		228,988	

Footnotes:

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

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
October 31, 2023

GF-Oct 2023

Beginning Cash per District as of Sep 30, 2023 5,882,289

Reductions	
Payroll Related (ADP)	(228,988)
Checks Written	(189,234)
Transfer out to Calif CLASS Investment	(1,577,500)
Bank Fee	(69)
Total Reductions	(1,995,791)

Additions	
Abatement Services	14,528
Property Tax Revenue	113,432
Quarterly Interest	61,774
RDA/RPTTF	-
Special Benefit Assessment	-
Special Mosquito Tax	-
Misc Deposit	704
Total Additions	190,439

Ending Cash per District as of Oct 31, 2023 4,076,936

Cash per County General Fund Statement 4,076,936

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] 10/01/2023-10/31/2023 Page 2
TUE, NOV 14, 2023, 9:18 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:16657575 J1213---prog: GL501 <1.86>--report id: GLTRAL01

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 10/01/23	8,854,985.44	2,972,696.81	5,882,288.63
	10/01/23	RJ15INTA	AutoID: JZH010C3 Job: 16577 JE	61,774.32	0.00	5,944,062.95
	10/05/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	409.33	0.00	5,944,472.28
	10/17/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	13,964.46	0.00	5,958,436.74
	10/18/23	JES45007	AutoID: JVD018A3 Job: 16608 JE	0.00	69.41	5,958,367.33
	10/20/23	TTLTR	AutoID: WCKO20D3 Job:1661927 TR	0.00	1,577,500.00	4,380,867.33
	10/27/23	JES45660	AutoID: JRVO31C3 Job: 16631 JE	0.00	418,221.95	3,962,645.38
	10/30/23	SPS0303	AutoID: ITX030C3 Job: 16627 JE	2,876.52	0.00	3,965,521.90
	10/31/23	RJ20313	AutoID: ITX031B3 Job: 16627 JE	1,260.78	0.00	3,966,782.68
	10/31/23	UCCO313	AutoID: ITX031D3 Job: 16633 JE	110,155.86	0.00	4,076,938.54
	10/31/23	UCPO313	AutoID: ITX031F3 Job: 16634 JE	0.00	860.91	4,076,077.63
	10/31/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	858.60	0.00	4,076,936.23
		DR	* SUB ACCT Total *	9,046,285.31*	4,969,349.08*	4,076,936.23*

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 October 31, 2023

CPF-Oct
2023

Beginning Cash per District as of Sep 30, 2023	742,767
Reductions	
Checks Written	(3,542)
Bank Fee	(58)
Transfer-Out to General Fund	-
Total Reductions	(3,600)
Additions	
Quarterly Interest	6,123
Transfer-In from General Fund	-
Total Additions	6,123
Ending Cash per District as of Oct 31, 2023	745,290
Cash per County Capital Project Fund Statement	745,290
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] 10/01/2023-10/31/2023 Page 1
 TUE, NOV 14, 2023, 9:18 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:16657575 J1213---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 10/01/23	768,154.65	25,387.56	742,767.09
	10/01/23	RJ15INTA	AutoID: JZHO10C3 Job: 16577 JE	6,122.62	0.00	748,889.71
	10/18/23	JES45007	AutoID: JVD018A3 Job: 16608 JE	0.00	57.57	748,832.14
	10/27/23	JES45660	AutoID: JRVO31C3 Job: 16631 JE	0.00	3,542.33	745,289.81
	DR		* SUB ACCT Total *	774,277.27*	28,987.46*	745,289.81*

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Oct 2023

October 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2304	10/10/2023	Charles P. Hansen	Retiree Health Insurance Reimb-Oct '23	1013 · Checking - US Bank - GF x3353	-580.68
10012023	10/01/2023		Retiree Health Insurance Reimb-Oct '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					<u>580.68</u>
2305	10/10/2023	Dennis J Jewell	Retiree Health Insurance Reimb-Oct '23	1013 · Checking - US Bank - GF x3353	-580.68
10012023	10/01/2023		Retiree Health Insurance Reimb-Oct '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					<u>580.68</u>
2306	10/10/2023	San Mateo County Retirement Ass: SM M.A.D.		1013 · Checking - US Bank - GF x3353	-36,793.60
09232023	09/23/2023		Employee Contribution Pay Period 09/10/2023-09/23/2023	5115 · Retirement - Employee Contribut	9,614.21
			Employer Contribution Pay Period 09/10/2023-09/23/2023	5110 · Retirement - Employer Contribut	27,179.39
TOTAL					<u>36,793.60</u>
2307	10/10/2023	U.S. Bank PARS Account # 67460: Agency Name: San Mateo County Mosquito & Vector Control District PP		1013 · Checking - US Bank - GF x3353	-606.51
6746022400-PP9-;	09/23/2023		Alternate Retirement System for Richard Arrow PPE 09/23/2023	5116 · Alternate Retire-Employee Contr	606.51
TOTAL					<u>606.51</u>
2308	10/10/2023	Aim To Please Janitorial Services Invoice #65 - Sep 2023		1013 · Checking - US Bank - GF x3353	-1,633.25
65	09/27/2023		1351 Rollins Janitorial Services-Sep 2023	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					<u>1,633.25</u>
2309	10/10/2023	Airgas Dry Ice	4317638	1013 · Checking - US Bank - GF x3353	-790.84
9142260966	09/19/2023		Dry Ice (300 lbs)	5820 · Dry Ice	401.85
9142494555	09/26/2023		Dry Ice (300 lbs)	5820 · Dry Ice	388.99
TOTAL					<u>790.84</u>

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Oct 2023

October 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2310	10/10/2023	Amazon Capital Services	Account # ARX6UTA334C06	1013 · Checking - US Bank - GF x3353	-584.55
19M7-7LQJ-1CWM	09/30/2023		Hand soap refills for restrooms	5340 · Janitorial/Household Expense	163.18
			Computer hardware supplies	5460 · Computer Hardware	94.15
			Fleet repair supplies	5620 · Auto, Hotsy, Plug, Boat, Traile	56.74
			Batteries and Viewtainers	5630 · Ops Equipment & Repairs	96.31
			Bee gloves	5725 · Apparel - Uniforms & Boots	34.98
			Lab misc supplies	5825 · Lab Supplies	139.19
TOTAL					584.55
2311	10/10/2023	American Fidelity Assurance Com Payor: 56840		1013 · Checking - US Bank - GF x3353	-1,966.62
2189763B	10/04/2023		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,966.62
TOTAL					1,966.62
2312	10/10/2023	Apple Financial Services	Lease #500-50112708; Full Buyout with Equip Return	1013 · Checking - US Bank - GF x3353	-3,973.51
35563668	10/05/2023		Full Buyout with Equipment Return (Qty: 11 iPad Air Gen 3)	5460 · Computer Hardware	3,893.90
			Property Tax Reimb	5460 · Computer Hardware	79.61
TOTAL					3,973.51
2313	10/10/2023	Bay Alarm		1013 · Checking - US Bank - GF x3353	-3,229.60
20629752-Jul-Sep:	09/01/2023		Security Alarm Monitoring 07/01/23-09/30/23 (1351 Rollins Rd)	5385 · Security and fire alarm	614.25
			Balance after applying credit adj inv#20939942	5385 · Security and fire alarm	0.10
20863721-Oct-Dec	09/04/2023		Security Alarm Monitoring 10/01/23-12/31/23 (1351 Rollins Rd)	5385 · Security and fire alarm	614.25
20893776	10/01/2023		Fire Alarm Monitoring 11/01/2023-01/31/2024 (1351 Rollins Rd)	5385 · Security and fire alarm	445.20
			Sprinkler Inspection Services 11/01/2023-01/31/2024	5385 · Security and fire alarm	160.80
20898667	10/02/2023		Access Control System 11/01/23-01/31/24 (1351 Rollins Rd)	5385 · Security and fire alarm	855.00
20913711	10/03/2023		Security Alarm Monitoring 11/01/2023-01/31/2024 (1415 N Carolan Ave)	5385 · Security and fire alarm	540.00
TOTAL					3,229.60
2314	10/10/2023	CA Society Municipal Officers	Invoice #200018326 (Richard Arrow)	1013 · Checking - US Bank - GF x3353	-515.00
200018326	10/09/2023		Full Conference Registration-Richard Arrow	5215 · Conferences / Workshops Staff	515.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

October 2023

GF-Oct 2023

Num	Date	Name	Memo	Account	Original Amount
TOTAL					515.00
2315	10/10/2023	Cintas Corporation #0464	Payer #15914933	1013 · Checking - US Bank - GF x3353	-725.21
15914933 Sep-2023	09/30/2023		Uniform Services 09/06/23 Inv #4166864040	5725 · Apparel - Uniforms & Boots	183.07
			Uniform Services 09/13/23 Inv #4167597509	5725 · Apparel - Uniforms & Boots	180.91
			Uniform Services 09/20/23 Inv #4168303590	5725 · Apparel - Uniforms & Boots	180.91
			Uniform Services 09/27/23 Inv #4169000899	5725 · Apparel - Uniforms & Boots	180.32
TOTAL					725.21
2316	10/10/2023	Clarke Mosquito Control Products	Customer # 002486	1013 · Checking - US Bank - GF x3353	-13.04
5106712	09/21/2023		BG Clear Refill Bags CO2	5825 · Lab Supplies	13.04
TOTAL					13.04
2317	10/10/2023	Colorprint		1013 · Checking - US Bank - GF x3353	-241.72
34773	10/02/2023		District business cards (Ariells, Eric & Vanessa)	5910 · Media and Network	200.75
34774	10/06/2023		Name badge for seasonal tech (1)	5725 · Apparel - Uniforms & Boots	40.97
TOTAL					241.72
2318	10/10/2023	Comcast	A/C #8155200280283815	1013 · Checking - US Bank - GF x3353	-267.73
815520028070620	09/22/2023		Business Internet 09/22/23-10/21/23 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	167.78
			One-time install fee	5575 · Phone - Land Line-AT&T/Comcast	99.95
TOTAL					267.73
2319	10/10/2023	Dennco	Inv #37811	1013 · Checking - US Bank - GF x3353	-220.00
37811	09/25/2023		Repair backflow dripping at 1415 N Carolan	5505 · Facility - Repairs & Maint	220.00
TOTAL					220.00
2320	10/10/2023	DMV		1013 · Checking - US Bank - GF x3353	-40.00
CF 1529RR - 2023	10/04/2023		2007 KEAMATH Biennial Vessel Fee; CF 1529RR	5620 · Auto, Hotsy, Plug, Boat, Traile	20.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Oct 2023

October 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
CF 2732RM - 2023	10/04/2023		2007 KLAMATH Biennial Vessel Fee; CF 2732RM	5620 · Auto, Hotsy, Plug, Boat, Traile	20.00
TOTAL					40.00
2321	10/10/2023	Eco Medical Inc.	Invoice #21126	1013 · Checking - US Bank - GF x3353	-109.20
21126	09/30/2023		28 Gal. Bio-waste container pick-up - Sep 2023	5830 · Lab Biowaste Disposal	109.20
TOTAL					109.20
2322	10/10/2023	Flyers Energy, LLC		1013 · Checking - US Bank - GF x3353	-8,586.72
CFS-3567082	09/15/2023		Fuels 09/01/2023-09/15/2023	5735 · Fuel	4,737.62
CFS-3588121	09/30/2023		Fuels 09/01/2023-09/30/2023	5735 · Fuel	3,849.10
TOTAL					8,586.72
2323	10/10/2023	FRMS	51 - SMCMVCD Billing Period Nov-2023	1013 · Checking - US Bank - GF x3353	-33,448.58
FRMS1123-SMCM	10/08/2023		Medical Insurance for Nov-2023	5125 · Actives - Medical Insurance	30,107.88
			Dental Insurance	5135 · Actives - Dental Insurance	2,754.18
			Vision	5145 · Actives - Vision Insurance	482.02
			Hartford Group Life	5150 · Group Life Insurance	104.50
TOTAL					33,448.58
2324	10/10/2023	Fusion, LLC	Customer No. 3789973	1013 · Checking - US Bank - GF x3353	-523.30
9757048	09/20/2023		Phone System Oct-2023	5570 · Phone - VOIP - Fusion/MegaPath	523.30
TOTAL					523.30
2325	10/10/2023	GLS US	Account #32493	1013 · Checking - US Bank - GF x3353	-16.04
5130851	09/24/2023		Send samples to UC Davis for WNV testing 8/15	5805 · Disease Surveillance	7.70
			Send samples to UC Davis for WNV testing 8/22	5805 · Disease Surveillance	8.34
TOTAL					16.04
2326	10/10/2023	Leading Edge Aerial Technologies	Invoice #2871	1013 · Checking - US Bank - GF x3353	-2,150.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Oct 2023

October 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2871	10/05/2023		PV Aerial Application Services-Spheratax SPH 10/3/2023	5715 · Helicopter	2,150.00
TOTAL					2,150.00
2327	10/10/2023	Pacific Office Automation		1013 · Checking - US Bank - GF x3353	-271.14
721266	10/02/2023		Maintenance for 1 Color & 2 Blk/Wht Copiers 10/02/23-11/02/23	5380 · Copier and postage	271.14
TOTAL					271.14
2328	10/10/2023	PG&E		1013 · Checking - US Bank - GF x3353	-2,750.09
5594119880-0 Sep	09/26/2023		PGE Elec & Gas for 1415 N Carolan 08/28/23-09/26/2023	5560 · Gas & Electricity - PG&E	807.18
5584709654-6 Sep	09/26/2023		1351 Rollins Site 08/28/2023-09/26/2023	5560 · Gas & Electricity - PG&E	1,942.91
TOTAL					2,750.09
2329	10/10/2023	Quench USA, Inc.	A/C #D322868	1013 · Checking - US Bank - GF x3353	-205.00
INV06340700	10/01/2023		Water Dispenser Rental - Oct 2023	5335 · Office Expense	205.00
TOTAL					205.00
2330	10/10/2023	RankPlus SEO	Invoice 000715	1013 · Checking - US Bank - GF x3353	-742.00
000715	10/01/2023		Google Ads Services (Oct)	5910 · Media and Network	742.00
TOTAL					742.00
2331	10/10/2023	Recology San Mateo County	A/C #731001072	1013 · Checking - US Bank - GF x3353	-482.22
51125920	09/28/2023		Garbage Service - Sep 2023	5340 · Janitorial/Household Expense	482.22
TOTAL					482.22
2332	10/10/2023	Regional Government Services	Inv #15612	1013 · Checking - US Bank - GF x3353	-313.50
15612	09/26/2023		Aug '23-HR consulting to date \$15,016.50 against NTE of \$20k (1.90hrs)	5325 · HR & Finance Consultant	313.50
TOTAL					313.50
2333	10/10/2023	RMT Landscape Contractors, Inc. Customer #M332		1013 · Checking - US Bank - GF x3353	-869.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Oct 2023

October 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
20231033	10/10/2023		Landscape Maintenance Oct-2023 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	544.50
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	324.50
TOTAL					<u>869.00</u>
2334	10/10/2023	Ryan Thorndike	Transport Costs at Rodent & Wildlife Academy 9/18-9/21/23	1013 · Checking - US Bank - GF x3353	-190.58
Transport-9/18-9/2	09/25/2023		Transport Costs at Rodent & Wildlife Academy 9/18-9/21/23 (New Orleans)	5215 · Conferences / Workshops Staff	190.58
TOTAL					<u>190.58</u>
2335	10/10/2023	Spark Creative Design	Inv #2864	1013 · Checking - US Bank - GF x3353	-975.00
2864	10/10/2023		District services rack cards & flyers	5910 · Media and Network	975.00
TOTAL					<u>975.00</u>
2336	10/10/2023	Standard Insurance Company	142979	1013 · Checking - US Bank - GF x3353	-1,458.77
142979-0001 Sep2	09/18/2023		Long term disability due 10/01/2023	5165 · Long Term Disability - Standard	1,458.77
TOTAL					<u>1,458.77</u>
2337	10/10/2023	Streamline	Invoice No: 112D6F75-0032	1013 · Checking - US Bank - GF x3353	-431.00
112D6F75-0032	10/01/2023		Streamline Web 10/1/2023-10/31/2023	5475 · Website Hosting / Microsoft	431.00
TOTAL					<u>431.00</u>
2338	10/10/2023	Target Specialty Products	Customer ID 5005852	1013 · Checking - US Bank - GF x3353	-787.58
INVP501278104	09/14/2023		DeltaDust (1lb) 24/cs, 30Cs/Pllt (Qty 34)	5705 · Pesticides	787.58
TOTAL					<u>787.58</u>
2339	10/10/2023	Vector-Borne Disease Account	San Mateo Co MVCD- 11/16/2023 Exam Fees	1013 · Checking - US Bank - GF x3353	-312.00
SMCMVCD 11-16-	09/28/2023		Exam Fees for Seasonals (4 x \$78)	5205 · Coastal Regional Continuing Ed.	312.00
TOTAL					<u>312.00</u>

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

October 2023

GF-Oct 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2340	10/10/2023	Verizon Wireless	A/C #271667168-00002	1013 · Checking - US Bank - GF x3353	-1,822.75
9945379867	09/26/2023		Balance-Services for period 8/27/23-9/26/23 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,822.75
TOTAL					1,822.75
2341	10/10/2023	The Goodyear Tire & Rubber Co.	A/C #632593-0001	1013 · Checking - US Bank - GF x3353	-712.99
184-1099460	09/19/2023		2 sets of tires for CB Jeeps & 16 Tires Disposal Fees	5620 · Auto, Hotsy, Plug, Boat, Traile	712.99
TOTAL					712.99
2342	10/19/2023	Great-West Life & Annuity Co	Group No. 98368	1013 · Checking - US Bank - GF x3353	-6,768.47
10072023	10/07/2023		Employee Deferred Comp PPE 10/07/2023	5185 · Actives - Deferred Compensation	6,768.47
TOTAL					6,768.47
2343	10/19/2023	San Mateo County Retirement As: SM M.A.D.		1013 · Checking - US Bank - GF x3353	-36,793.60
10072023	10/07/2023		Employee Contribution Pay Period 09/24/2023-10/07/2023	5115 · Retirement - Employee Contribut	9,614.21
			Employer Contribution Pay Period 09/24/2023-10/07/2023	5110 · Retirement - Employer Contribut	27,179.39
TOTAL					36,793.60
2344	10/19/2023	U.S. Bank PARS Account # 67460: Agency Name: San Mateo County Mosquito & Vector Control District PP		1013 · Checking - US Bank - GF x3353	-606.51
6746022400-PP10	10/07/2023		Alternate Retirement System for Richard Arrow PPE 10/07/2023	5116 · Alternate Retire-Employee Contr	606.51
TOTAL					606.51
2345	10/19/2023	Airgas Dry Ice	4317638	1013 · Checking - US Bank - GF x3353	-388.70
9142695413	10/03/2023		Dry Ice (300 lbs)	5820 · Dry Ice	388.70
TOTAL					388.70
2346	10/19/2023	American Fidelity Assurance	Payor: 56840	1013 · Checking - US Bank - GF x3353	-457.98
D649085	10/18/2023		Life/Acc/Cancer EE Insurance for Oct-2023	5170 · Actives - Other Benefits	457.98
TOTAL					457.98

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

October 2023

GF-Oct 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2347	10/19/2023	California Special District Assoc	Membership ID: 253	1013 · Checking - US Bank - GF x3353	-9,000.00
2024Membership	10/01/2023		CSDA 2024 Membership Dues	5330 · Memberships & Subscriptions	9,000.00
TOTAL					9,000.00
2348	10/19/2023	Comcast		1013 · Checking - US Bank - GF x3353	-373.57
815520028070589	09/15/2023		Business Internet 09/15/23-10/14/23 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	136.81
			One-time install fee	5575 · Phone - Land Line-AT&T/Comcast	99.95
815520028070589	10/15/2023		Business Internet 10/15/23-11/14/23 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	136.81
TOTAL					373.57
2349	10/19/2023	Costco	Member Number 000111863868313	1013 · Checking - US Bank - GF x3353	-120.00
Renewal12/2023	10/01/2023		Costco Membership Renewal: Dec 2023	5330 · Memberships & Subscriptions	120.00
TOTAL					120.00
2350	10/19/2023	Flyers Energy, LLC	Account 700895	1013 · Checking - US Bank - GF x3353	-3,249.03
CFS-3599480	10/15/2023		Fuels 10/01/2023-10/15/2023	5735 · Fuel	3,249.03
TOTAL					3,249.03
2351	10/19/2023	GLS US	Account #32493	1013 · Checking - US Bank - GF x3353	-8.34
5141093	10/08/2023		Send samples to UC Davis for WNV testing 10/2	5805 · Disease Surveillance	8.34
TOTAL					8.34
2352	10/19/2023	Grainger	809934680	1013 · Checking - US Bank - GF x3353	-704.61
7114521342	10/05/2023		Shop tools	5610 · Garage Tools	13.92
			Sprayer Fittings	5620 · Auto, Hotsy, Plug, Boat, Traile	20.65
			Ops field equp & supplies	5630 · Ops Equipment & Repairs	116.87
			Flying insect sprays	5705 · Pesticides	89.45
			Techs safety wear & supplies	5720 · Safety Equipment	463.72

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

October 2023

GF-Oct 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					704.61
2353	10/19/2023	Jarvis Fay LLP	Invoice 18079	1013 · Checking - US Bank - GF x3353	-1,830.00
18079	09/30/2023		Board Matters (6.1 hrs) - Legal Services thru Sep-2023	5350 · Legal Services	1,830.00
TOTAL					1,830.00
2354	10/19/2023	Lampire Biological Laboratories, I A/C # SANMAT		1013 · Checking - US Bank - GF x3353	-349.00
576200	10/02/2023		Chicken Blood (PO# 02076-1847)	5815 · Mosquito Blood	349.00
TOTAL					349.00
2355	10/19/2023	Public Agency Retirement Service Customer #SAN400		1013 · Checking - US Bank - GF x3353	-318.36
54121	10/06/2023		PARS Alternate Retirement System Fees PE 08/31/2023	5325 · HR & Finance Consultant	318.36
TOTAL					318.36
2356	10/19/2023	Purchase Power	8000-9000-0074-1201	1013 · Checking - US Bank - GF x3353	-188.04
17662438-Oct-23	10/15/2023		Equipment Service Agreement 11/1/2023-10/31/2024	5380 · Copier and postage	188.04
TOTAL					188.04
2357	10/19/2023	Regional Government Services	Inv #5745	1013 · Checking - US Bank - GF x3353	-1,270.10
15745	09/30/2023		Sep '23-HR consulting to date \$16,286.60 against NTE of \$20k (8.3hrs)	5325 · HR & Finance Consultant	1,270.10
TOTAL					1,270.10
2358	10/19/2023	Target Specialty Products	Customer ID 5005852	1013 · Checking - US Bank - GF x3353	-463.29
INVP501301757	10/09/2023		DeltaDust (1lb) 24/cs, 30Cs/PlIt (Qty 20)	5705 · Pesticides	463.29
TOTAL					463.29
2359	10/19/2023	U.S. Bank	4246-0445-5564-6391	1013 · Checking - US Bank - GF x3353	-16,424.41
09222023	09/22/2023		District Credit Card Payment	1040 · US Bank Purchase Card	16,424.41

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

October 2023

GF-Oct 2023

Num	Date	Name	Memo	Account	Original Amount
TOTAL					16,424.41
CHECK TOTAL					<u>189,234.01</u>

Note: Previous month's check numbers were 2230-2303. Current month's check numbers are 2304-2359 (56 checks).

**San Mateo County Mosquito & Vector Control District
Check Detail (Capital Fund)**

CPF-Oct 2023

October 2023

Num	Date	Name	Memo	Account	Original Amount
1263	10/10/2023	Enterprise FM Trust	Customer No. 458563	1023 · Checking - US Bank - CPF x4183	-3,542.33
FBN4864034	10/04/2023		22NCN8-2018 NISS Frontier- Oct 2023	6030 · Vehicle Leases	248.89
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	248.89
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			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
			23MVW3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	522.65
TOTAL					3,542.33
CHECK TOTAL					3,542.33

Note: Previous month's check number was 1262. Current month's check number is 1263 (1 check).



P.O. BOX 8343
FARGO ND 58125-8343



000001589 01 SP 0.630 106481868580334 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 10-23-2023
AMOUNT DUE \$23,582.78
NEW BALANCE \$23,582.78
PAYMENT DUE ON RECEIPT

Oct
2023

AMOUNT ENCLOSED
\$ 7,158.37
Please make check payable to U.S. Bank

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

[REDACTED] 002358278 002358278

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance	
[REDACTED]	\$37,562.56	\$7,694.72	\$0.00	\$0.00	\$0.00	\$536.35	\$21,138.15	\$23,582.78	
Company Total									

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
[REDACTED]					\$21,138.15 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-02	09-29	74798263275000000000664	PAYMENT - THANK YOU 00000 C	21,138.15 PY	

NEW ACTIVITY					
ANGELA NAKANO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$536.35	\$620.45	\$0.00	\$84.10
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-06	10-04	24000973278520101887362	HOTEL ZOSO PALM SPRINGS CA 0000014419 ARRIVAL: 10-02-23	84.10	
10-12	10-11	24492163284000032225425	SYCAMORE LIFE SCIENCES HTTPSWWWW.SYCA TX	536.35	
10-13	10-12	24492163286000011436736	SYCAMORE LIFE SCIENCES HTTPSWWWW.SYCA TX	536.35 CR	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	[REDACTED]		PREVIOUS BALANCE	37,562.56
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-8335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	7,694.72
	10/23/23	.00	CASH ADVANCES	.00
AMOUNT DUE 23,582.78		CASH ADVANCE FEES		.00
		LATE PAYMENT CHARGES		.00
		CREDITS		536.35
		PAYMENTS		21,138.15
		ACCOUNT BALANCE		23,582.78

Oct
2023



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 10-23-2023

NEW ACTIVITY

SMCMVCD ADMIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$7,011.12	\$0.00	\$7,011.12
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-25	09-21	24906043265041600028426	HYATT HOTELS FRENCH Q NEW ORLEANS LA 16246534 ARRIVAL: 09-18-23	75.00	
09-27	09-26	24113433270600183327128	THE WEBSTAIRANT STORE INC 717-392-7472 PA	193.39	
09-27	09-26	24492153269719804309337	VEICO INC. DBA PROMOTIONC 888-412-6136 CA	181.52	
09-28	09-27	24204293270006217785851	GOOGLE ADS3907138857 650-2530000 CA	350.00	
09-29	09-28	24492153271743265720796	EB ODSC WEST 2023 CON 801-413-7200 CA	653.61	
10-02	10-01	24492163274000037002326	YELPINC*855 380 9357 WWW.YELP.COM CA	76.47	
10-02	10-01	24803943275910009694488	GOOGLE*ADS3907138857 CC GOOGLE.COM CA	28.70	
10-03	10-02	24492163275000026363605	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	37.50	
10-06	10-04	24000973278518604496525	PORTOLA HOTEL AND SPA MONTEREY CA 0000009522 ARRIVAL: 10-03-23	289.55	
10-11	10-09	24000973283539803470009	PORTOLA HOTEL AND SPA MONTEREY CA 0000011604 ARRIVAL: 10-08-23	289.55	
10-11	10-09	24000973283539803470751	PORTOLA HOTEL AND SPA MONTEREY CA 0000011606 ARRIVAL: 10-08-23	289.55	
10-11	10-10	244681632840000000698488	HOT WOK BISTRO SAN MATEO CA	544.75	
10-12	10-11	24492153284852841991295	US CARGO CONTROL 866-444-9990 IA	314.29	
10-12	10-11	24493983284207496000028	PUTNAM MAZDA AND VOLVO BURLINGAME CA	64.19	
10-12	10-10	24943003284894284008031	DLR RESORT RES CRO 7147814669 CA 00284008037147814669 ARRIVAL: 10-10-23	308.88	
10-13	10-11	24231683285837001333124	SAFEWAY #2878 MILLBRAE CA	34.74	
10-13	10-12	24492153286852883428238	US CARGO CONTROL 866-444-9990 IA	44.14	
10-16	10-13	24000973288557606845477	PORTOLA HOTEL AND SPA MONTEREY CA 0000013124 ARRIVAL: 10-12-23	289.55	
10-16	10-13	24000973288557606845493	PORTOLA HOTEL AND SPA MONTEREY CA 0000013210 ARRIVAL: 10-12-23	289.55	
10-16	10-13	24000973288557606845519	PORTOLA HOTEL AND SPA MONTEREY CA 0000013201 ARRIVAL: 10-12-23	289.55	
10-18	10-16	24000973290570007429607	PORTOLA HOTEL AND SPA MONTEREY CA 0000014842 ARRIVAL: 10-15-23	289.55	
10-18	10-16	24000973290570007429706	PORTOLA HOTEL AND SPA MONTEREY CA 0000014878 ARRIVAL: 10-15-23	289.55	
10-18	10-16	24000973290570007429821	PORTOLA HOTEL AND SPA MONTEREY CA 0000014760 ARRIVAL: 10-15-23	289.55	
10-18	10-16	24000973290570007429839	PORTOLA HOTEL AND SPA MONTEREY CA 0000014722 ARRIVAL: 10-15-23	289.55	
10-18	10-16	24000973290570007429904	PORTOLA HOTEL AND SPA MONTEREY CA 0000014830 ARRIVAL: 10-15-23	289.55	
10-18	10-16	24000973290570007430142	PORTOLA HOTEL AND SPA MONTEREY CA 0000014854 ARRIVAL: 10-15-23	289.55	
10-18	10-17	24055233290819927264278	ROCK AUTO ROCKAUTO.COM WI	569.16	
10-23	10-20	24692163293107607949881	SQ *PENINSULA FEED STORE GOSQ.COM CA	28.19	
10-23	10-20	24906413293185368595984	WEB*REGISTERWEBSITE 800-8999723 FL	11.99	
BRIAN WEBER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$63.15	\$0.00	\$63.15
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-09	10-08	24430993281400814035489	MSFT * E0100PAU1T MSBILL.INFO WA	63.15	

Oct
2023



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 10-23-2023

Department: 00000 Total:
Division: 00000 Total:

\$7,158.37
\$7,158.37

San Mateo County Mosquito & Vector Control District
Credit Card Transaction Detail by Account
October 2023

Oct 2023

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
1040 · US Bank Purchase Card					
1045 · US Bank Visa Brian x2315					
Credit Card Charge	10/08/2023	Microsoft	MSFT Online email services	5475 · Website Hosting / Microsoft	63.15
Total 1045 · US Bank Visa Brian x2315					<u>63.15</u>
1050 · US Bank Visa Admin x5992					
Credit Card Charge	09/22/2023	Hyatt Hotels	Hotel fee-Rodent Academy Conf New Orleans-Ryan Thorndike	5215 · Conferences / Workshops Staff	75.00
Credit Card Charge	09/26/2023	Misc-Lab	Webstaurant Store-deli cups for rearing larvae, yj, misc.	5805 · Disease Surveillance	193.39
Credit Card Charge	09/26/2023	Misc-Lab	Promotion Choice - printed cups for Aedes surv. program	5805 · Disease Surveillance	181.52
Credit Card Charge	09/27/2023	Google Inc.	Google Ads - custom google ads	5910 · Media and Network	350.00
Credit Card Charge	09/28/2023	Misc-Admin	Eventbrite-ODSC networking/workshops for using AI (Matthew)	5215 · Conferences / Workshops Staff	653.61
Credit Card Charge	10/01/2023	Misc- Outreach	Yelp - Add-ins to the District's yelp business account	5910 · Media and Network	76.47
Credit Card Charge	10/01/2023	Google Inc.	Google Ads - custom google ads	5910 · Media and Network	28.70
Credit Card Charge	10/02/2023	Mosyle Business	Mosyle business premium license	5465 · Computer Software	37.50
Credit Card Charge	10/10/2023	Misc-Admin	Hot Wok Bistro - Dinner for October board meeting	5305 · Board Meeting Expenses	544.75
Credit Card Charge	10/10/2023	Misc- Ops	Webstaurant Store-deli cups for rearing larvae, yj, +misc.	5630 · Ops Equipment & Repairs	358.43
Credit Card Charge	10/11/2023	Putnam	Putnam Jeep-CB jeep antifreeze for cooling system	5620 · Auto, Hotsy, Plug, Boat, Traile	84.19
Credit Card Charge	10/11/2023	Misc-Admin	Disneyland Hotel-1st-night deposit Richard-CSMFO Conf.	5215 · Conferences / Workshops Staff	308.88
Credit Card Charge	10/11/2023	Safeway Store	Water and cookies for October board meeting	5305 · Board Meeting Expenses	34.74
Credit Card Charge	10/16/2023	Misc-Admin	Portola Hotel-first-night deposit for staff-MVCAC conf.(8)	5215 · Conferences / Workshops Staff	2,316.40
Credit Card Charge	10/16/2023	Misc-Admin	Portola Hotel-1st night deposit for trustees-MVCAC conf.(4)	5210 · Conferences / Workshops Board	1,158.20
Credit Card Charge	10/17/2023	Rock Auto	Replacement parts for CB Jeep fleet	5620 · Auto, Hotsy, Plug, Boat, Traile	569.16
Credit Card Charge	10/20/2023	Peninsula Feed	Sentinel chicken food	5810 · Sentinel Chicken Flocks/Supply	28.19
Credit Card Charge	10/20/2023	Register.com Website	Domain privacy and protection-www.smcmvcd.org	5475 · Website Hosting / Microsoft	11.99
Total 1050 · US Bank Visa Admin x5992					<u>7,011.12</u>
1052 · US Bank Visa Angie x8413					
Credit Card Charge	10/04/2023	Misc-Admin	Hotel Zoso-resort fee for Angie-MVCAC fall mtg in Palm Springs	5215 · Conferences / Workshops Staff	84.10
Total 1052 · US Bank Visa Angie x8413					<u>84.10</u>
TOTAL 1040 · US Bank Purchase Card					<u><u>7,158.37</u></u>



Item 7C

**Preliminary
Monthly Financial Report
Month Ending November 2023**

Staff Recommendation: Motion to recommend approval of the November 30, 2023, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through November 30, 2023 (YTD) were \$ 842.8 thousand; total expenditures YTD were \$ 2.9 million; and the change in fund balance was \$ 2 million. The District had \$ 4.6 million in cash available in County Treasury and \$ 2.7 million in Cal CLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2023:	\$ 9,062,890	\$ 754,020	\$ 9,816,910
Revenues/Resources	\$ 836,709	\$ 6,123	\$ 842,831
Due To (From) Funds	\$ -	\$ -	\$ -
Prior Year Adjustment	\$ 3,606	\$ -	\$ 3,606
Expenditures	\$ 2,832,386	\$ 38,697	\$ 2,871,083
Change in Fund Balance	(1,995,678)	(32,574)	\$ (2,028,252)
* Ending Fund Balance	\$ 7,070,818	\$ 721,446	\$ 7,792,264

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 143,930	\$ -	\$ 143,930
Pension Rate Stabilization Reserve	\$ 110,183		\$ 110,183
Assigned (Capital Improvements)	\$ -	\$ 721,446	\$ 721,446
Public Health Emergency Fund	\$ 800,000	\$ -	\$ 800,000
Natural Disaster Emergency Fund	\$ 650,000	\$ -	\$ 650,000
Real Property Acquisiton Fund	\$ 2,434,670	\$ -	\$ 2,434,670
Debt Service Repayment Fund	\$ 1,000,000	\$ -	\$ 1,000,000
Unrestricted Fund Balance	\$ 1,932,035	\$ -	\$ 1,932,035
Total	\$ 7,070,818	\$ 721,446	\$ 7,792,264



Budget Variances

Revenues

Actual revenues received through November 30, 2023, were over budget by \$ 472,699 resulting from payments of ERAF rebate received in August (\$ 286,483), Property Tax Revenue (\$ 111,911), and all other revenue (\$ 74,305).

Expenditures

Expenditures through November 30, 2023, were under budget by \$ \$97,579 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over/ Under	Variance	% of YTD Budget	Explanation
Insurance	Under	\$10,457	94.5%	Insurance Costs less than budgeted.
Facilities Maintenance	Under	\$11,561	49.2%	Timing of Facility Expenditures
Operations	Under	\$16,862	82.5%	Timing of pestice, fuel and helicopter expenditures
Capital	Under	\$70,733	35.2%	Timing of Capital expenditures
Public Outreach	Over	\$6,492	117.2%	Timing of Public Outreach expendituers
Computer Hardware & Software	Over	\$6,905	121.3%	Timing of computer expenditures

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 \$ 5,000.

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 November 30, 2023 summary, accounts receivable outstanding greater than 90 days total is \$ 39,879, from the California Invasive Plant Council (\$25,639), City of Redwood City Public Works Department (\$3,752), San Francisco Airport (\$1,510) and Stanford University – Jasper Ridge (\$8,979). Staff is currently contacting agencies to ensure collections.

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 2360 to 2420. Last month's check number ended at 2359. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In November 2023, 61 checks written from the General Fund totaled \$ 176,231.83. In addition, the District wrote 2 check from the Capital Fund totaling \$ 24,235.96 (check numbers 1264 & 1265).

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 Nov 30, 2023

	Total Nov 30, 23	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	3,930,842	3,930,842	
1013 · Checking -US Bank - GF x3353	(44,169)	(44,169)	
1018 · Cash-Cal CLASS	2,726,269	2,726,269	
1020 · Cash-County Treasury-CPF x2705	720,996		720,996
1023 · Checking -US Bank - CPF x4183	-		-
1026 · County Funds - FMV	(262,567)	(263,017)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	114,879	114,879	
Total Checking/Savings	7,186,651	6,465,205	721,446
Accounts Receivable			
1100 · Accounts Receivable	89,699	89,699	
1105 · Interest Receivable	-	-	-
Total Accounts Receivable	89,699	89,699	-
Other Current Assets			
1220 · VCJPA-Member Contingency Fund	476,488	476,488	
1230 · Pesticide Inventory	160,226	160,226	
Total Other Current Assets	636,714	636,714	-
Total Current Assets	7,913,064	7,191,618	721,446
TOTAL ASSETS	7,913,064	7,191,618	721,446
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	105,973	105,973	-
Total Accounts Payable	105,973	105,973	-
Credit Cards			
1040 · US Bank Purchase Card	14,827	14,827	
Total Credit Cards	14,827	14,827	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	-
Total Other Current Liabilities	-	-	-
Total Current Liabilities	120,800	120,800	-
Fund Balance			
Beginning Fund Balance, 7/1/2023	9,816,910	9,062,890	754,020
Due To (From) Funds	-	-	-
Prior Year Adjustment	3,606	3,606	-
Revenues Over Expenditures	(2,028,252)	(1,995,678)	(32,574)
Ending Fund Balance *	7,792,264	7,070,818	721,446
TOTAL LIABILITIES & FUND BALANCE	7,913,064	7,191,618	721,446
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	143,930	143,930	-
Pension Rate Stabilization Reserve	110,183	110,183	-
Assigned (Capital Improvements)	721,446	-	721,446
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisition Fund	2,434,670	2,434,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	1,932,035	1,932,035	-
Total Fund Balance	7,792,264	7,070,818	721,446

Statement of Revenues, Expenditures Budget vs. Actual
July 2023 through June 2024

Month of Report:
November, 2023

GENERAL FUND:

Ordinary Revenues/Expenditures

Revenues

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
Total 4000 · PROGRAM REVENUES	2,506,718	140,820	(2,365,898)	5.6%	136,199	4,621	103.4%	3,088	5,272	2,184	170.7%
Total 4100 · PROPERTY TAX REVENUES	3,592,034	292,960	(3,299,074)	8.2%	181,049	111,911	0.0%	181,049	172,985	(8,064)	0.0%
Total 4200 · OTHER TAX REVENUES	799,499	315,441	(484,058)	39.5%	40,300	275,141	0.0%	40,300	-	(40,300)	0.0%
Total 4300 · OTHER REVENUES	115,848	87,487	(28,361)	75.5%	12,584	74,903	695.2%	-	12,369	12,369	#DIV/0!

Total Revenues

	7,014,099	836,709	(6,177,390)	11.9%	370,132	466,577	226.1%	224,437	190,626	(33,811)	84.9%
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Expenditures

Total 5000 · SALARIES & WAGES	3,277,706	1,289,982	1,987,724	39.4%	1,293,885	(3,903)	99.7%	264,092	251,265	(12,827)	95.1%
Total 5100 · EMPLOYEE BENEFITS	1,344,973	631,593	713,380	47.0%	627,865	3,728	100.6%	95,263	95,962	699	100.7%
Total 5200 · TRAINING - BOARD & STAFF	73,010	36,092	36,918	49.4%	37,490	(1,398)	96.3%	11,989	5,439	(6,550)	45.4%
Total 5300 · ADMINISTRATION	412,667	114,505	298,162	27.7%	116,848	(2,343)	98.0%	16,298	13,335	(2,963)	81.8%
Total 5400 · INSURANCE	188,516	178,059	10,457	94.5%	188,516	(10,457)	94.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	102,816	39,340	63,476	38.3%	32,435	6,905	121.3%	6,483	10,993	4,510	169.6%
Total 5500 · FACILITIES MAINTENANCE	54,640	11,208	43,432	20.5%	22,769	(11,561)	49.2%	4,553	869	(3,684)	19.1%
Total 5550 · UTILITIES	64,264	29,811	34,453	46.4%	27,338	2,473	109.0%	5,914	6,205	291	104.9%
Total 5600 · FLEET MAINTENANCE	64,650	21,094	43,556	32.6%	22,360	(1,266)	94.3%	4,470	3,636	(834)	81.3%
Total 5700 · OPERATIONS	284,821	79,608	205,213	28.0%	96,470	(16,862)	82.5%	8,370	10,498	2,128	125.4%
Total 5800 · LABORATORY	95,653	38,659	56,994	40.4%	37,604	1,055	102.8%	15,279	13,178	(2,101)	86.2%
Total 5900 · PUBLIC OUTREACH	133,369	44,341	89,028	33.2%	37,849	6,492	117.2%	-	9,871	9,871	#DIV/0!
Total 6500 · DEBT SERVICE	318,094	318,094	(0)	100.0%	318,094	(0)	100.0%	-	-	-	0.0%

Total Expenditures

	6,415,179	2,832,386	(3,582,793)	44.2%	2,859,523	(27,137)	99.1%	432,711	421,251	(11,460)	97.4%
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General Fund Net Revenues Over Expenditures

	598,920	(1,995,678)	(2,594,598)		(2,489,391)	493,713		(208,274)	(230,625)	(22,351)	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	6,123	(6,123)	0.0%	-	6,123	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,599,626	38,697	2,560,929	1.5%	109,139	(70,442)	35.5%	85,827	3,600	(82,227)	4.2%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,599,626)	(32,574)	2,567,052		(109,139)	76,565		(85,827)	(3,600)	82,227	
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**San Mateo County Mosquito & Vector Control District
A/R Aging Summary**

11/30/2023

As of November 30, 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	2,396.13	0.00	10,675.30	25,638.84	38,710.27
City of Foster City	2,096.93	7,107.13	0.00	0.00	0.00	9,204.06
City of Pacifica Public Works Wastewater	78.08	78.08	0.00	0.00	0.00	156.16
City of Redwood City, Public Works	2,066.77	4,141.03	0.00	0.00	3,752.30	9,960.10
City of San Francisco, Parks	70.43	5,334.52	0.00	6,124.27	0.00	11,529.22
City of San Francisco, Public Utilities	352.15	193.68	0.00	0.00	0.00	545.83
City of San Mateo, Wastewater Treatment	87.43	174.86	0.00	0.00	0.00	262.29
City of South San Francisco Water Quality	84.03	168.06	0.00	0.00	0.00	252.09
San Francisco Int'l Airport	0.00	35.22	0.00	743.18	1,509.71	2,288.11
Sewer Authority Mid-Coastside	78.08	78.08	0.00	0.00	0.00	156.16
Silicon Valley Clean Water	357.88	327.80	0.00	0.00	0.00	685.68
Stanford University - Jasper Ridge	0.00	2,920.21	0.00	4,050.48	8,978.78	15,949.47
TOTAL	<u>5,271.78</u>	<u>22,954.80</u>	<u>0.00</u>	<u>21,593.23</u>	<u>39,879.63</u>	<u>89,699.44</u>

**San Mateo County Mosquito & Vector Control District
A/R Aging Summary**

12/22/2023

As of December 22, 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	2,396.13	10,675.30	20,519.75	33,591.18
City of Foster City	0.00	2,096.93	0.00	0.00	0.00	2,096.93
City of Pacifica Public Works Wastewater	0.00	78.08	0.00	0.00	0.00	78.08
City of Redwood City, Public Works	0.00	2,066.77	0.00	0.00	3,752.30	5,819.07
City of San Francisco, Parks	0.00	70.43	5,334.52	6,124.27	0.00	11,529.22
City of San Francisco, Public Utilities	0.00	352.15	193.68	0.00	0.00	545.83
City of San Mateo, Wastewater Treatment	0.00	87.43	0.00	0.00	0.00	87.43
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	0.00	35.22	743.18	1,509.71	2,288.11
Sewer Authority Mid-Coastside	0.00	78.08	0.00	0.00	0.00	78.08
Silicon Valley Clean Water	0.00	357.88	0.00	0.00	0.00	357.88
Stanford University - Jasper Ridge	0.00	0.00	2,920.21	4,050.48	8,978.78	15,949.47
TOTAL	<u>0.00</u>	<u>5,271.78</u>	<u>10,879.76</u>	<u>21,593.23</u>	<u>34,760.54</u>	<u>72,505.31</u>

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
November 30, 2023

Nov 2023

November 10, 2023

November 24, 2023

Footnotes:

Payroll ACH Disbursement (including Net Pay & Taxes)

Total Net Pay	83,282	79,578
Federal W/H Tax	15,808	15,377
Social Security Tax	1,358	407
Medicare	3,677	3,548
CA W/H Tax	6,594	6,453
CA SUI/DI	1,024	1,011
Total	111,744	106,373

← A

ADP Process Fee PPE 10/7 & 10/21	282	332
ADP Time & Attendance	178	-

Total amount for the period	112,204	106,705
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Total amount for the month:		218,908
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Footnotes:

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

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
November 30, 2023

GF-Nov
2023

Beginning Cash per District as of Oct 31, 2023 4,076,936

Reductions	
Payroll Related (ADP)	(218,908)
Checks Written	(176,232)
Transfer out to Calif CLASS Investment	-
Bank Fee	(67)
Total Reductions	(395,207)

Additions	
Abatement Services	31,959
Property Tax Revenue	172,985
Quarterly Interest	-
RDA/RPTTF	-
Special Benefit Assessment	-
Special Mosquito Tax	-
Misc Deposit	-
Total Additions	204,944

Ending Cash per District as of Nov 30, 2023 3,886,673

Cash per County General Fund Statement 3,886,673

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] 11/01/2023-11/30/2023 Page 2
TUE, DEC 12, 2023, 4:03 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:16714411 J1820---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 11/01/23	9,046,285.31	4,969,349.08	4,076,936.23
	11/01/23	SPU0303	AutoID: ITXO30A3 Job: 16660 JE	34.97	0.00	4,076,971.20
	11/15/23	SECN153	AutoID: ITXN15A3 Job: 16660 JE	166,005.65	0.00	4,242,976.85
	11/15/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	11,666.49	0.00	4,254,643.34
	11/17/23	JE546594	AutoID: JVDN17B3 Job: 16677 JE	0.00	66.69	4,254,576.65
	11/24/23	JE547157	AutoID: JRVD04A3 Job: 16701 JE	0.00	395,140.09	3,859,436.56
	11/29/23	SPSN293	AutoID: ITXN29A3 Job: 16683 JE	6,944.40	0.00	3,866,380.96
	11/29/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	20,292.24	0.00	3,886,673.20
	DR		* SUB ACCT Total *	9,251,229.06*	5,364,555.86*	3,886,673.20*

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 November 30, 2023

CPF-Nov
2023

Beginning Cash per District as of Oct 31, 2023	745,290
Reductions	
Checks Written	(24,236)
Bank Fee	(58)
Transfer-Out to General Fund	-
Total Reductions	(24,294)
Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	-
Ending Cash per District as of Nov 30, 2023	720,996
Cash per County Capital Project Fund Statement	720,996
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] 11/01/2023-11/30/2023 Page 1
 TUE, DEC 12, 2023, 4:03 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:16714411 J1820---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 11/01/23	774,277.27	28,987.46	745,289.81	
	11/17/23	JB546594	AutoID: JVDN17B3 Job: 16677 JE	0.00	58.10	745,231.71	
	11/24/23	JB547157	AutoID: JRVD04A3 Job: 16701 JE	0.00	24,235.96	720,995.75	
		DR	* SUB ACCT Total *	774,277.27*	53,281.52*	720,995.75*	

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2360	11/06/2023	Charles P. Hansen	Retiree Health Insurance Reimb-Nov '23	1013 · Checking - US Bank - GF x3353	-580.68
11012023	11/01/2023		Retiree Health Insurance Reimb-Nov '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					580.68
2361	11/06/2023	Dennis J Jewell	Retiree Health Insurance Reimb-Nov '23	1013 · Checking - US Bank - GF x3353	-580.68
11012023	11/01/2023		Retiree Health Insurance Reimb-Nov '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					580.68
2362	11/06/2023	Great-West Life & Annuity Co	Group No. 98368	1013 · Checking - US Bank - GF x3353	-6,768.47
10212023	10/21/2023		Employee Deferred Comp PPE 10/21/2023	5185 · Actives - Deferred Compensation	6,768.47
TOTAL					6,768.47
2363	11/06/2023	San Mateo County Retirement Asso SM M.A.D.		1013 · Checking - US Bank - GF x3353	-36,793.61
10212023	10/21/2023		Employee Contribution Pay Period 10/08/2023-10/21/2023	5115 · Retirement - Employee Contribut	9,614.22
			Employer Contribution Pay Period 10/08/2023-10/21/2023	5110 · Retirement - Employer Contribut	27,179.39
TOTAL					36,793.61
2364	11/06/2023	U.S. Bank PARS Account # 6746022 Agency Name: San Mateo County Mosquito & Vector Control District F		1013 · Checking - US Bank - GF x3353	-606.51
6746022400-P10	10/21/2023		Alternate Retirement System for Richard Arrow PPE 10/21/2023	5116 · Alternate Retire-Employee Contr	606.51
TOTAL					606.51
2365	11/06/2023	Aim To Please Janitorial Services	Invoice #66 - Oct 2023	1013 · Checking - US Bank - GF x3353	-1,633.25
66	10/31/2023		1351 Rollins Janitorial Services-Oct 2023	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
2366	11/06/2023	Airgas Dry Ice	4317638	1013 · Checking - US Bank - GF x3353	-1,165.50

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
9142966884	10/10/2023		Dry Ice (300 lbs)	5820 · Dry Ice	388.70
9143196228	10/17/2023		Dry Ice (300 lbs)	5820 · Dry Ice	388.40
9143422230	10/24/2023		Dry Ice (300 lbs)	5820 · Dry Ice	388.40
TOTAL					1,165.50
2367	11/06/2023	Amazon Capital Services	Account # ARX6UTA334C06	1013 · Checking - US Bank - GF x3353	-2,614.35
1JPN-RQK3-73Q	10/31/2023		Offie Supplies	5335 · Office Expense	135.91
			Misc cables for server	5460 · Computer Hardware	259.72
			Cleaners & degreaser supplies	5610 · Garage Tools	274.89
			Misc fleet maint supplies	5620 · Auto, Hotsy, Plug, Boat, Traile	383.28
			Fish pond maint supplies	5730 · Mosquito Fish	96.85
			Misc lab supplies	5825 · Lab Supplies	1,029.71
			Training books & repellents for outreach	5910 · Media and Network	433.99
TOTAL					2,614.35
2368	11/06/2023	American Fidelity Assurance Comp; Payor: 56840		1013 · Checking - US Bank - GF x3353	-1,966.62
2189764A	11/04/2023		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,966.62
TOTAL					1,966.62
2369	11/06/2023	Angela Nakano	Reimburse dental expense	1013 · Checking - US Bank - GF x3353	-150.00
ReimbDental10-2	10/25/2023		Reimburse dental expense	5140 · Actives - Dental Reimbursement	150.00
TOTAL					150.00
2370	11/06/2023	Bay Alarm	A/C #4678426; Inv 20946576	1013 · Checking - US Bank - GF x3353	-142.83
20946576-ULCer	10/13/2023		UL Certificate Fees for Install Acct #4678426 (1351 Rollins Rd)	5385 · Security and fire alarm	142.83
TOTAL					142.83
2371	11/06/2023	CA Society Municipal Officers	Invoice #200019074 - North Coast Chapter Mtg (Richard Arrow)	1013 · Checking - US Bank - GF x3353	-30.00
200019074	10/12/2023		North Coast Chapter Mtg (Richard Arrow)	5215 · Conferences / Workshops Staff	30.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					30.00
2372	11/06/2023	ChicoBag	Reference 27061913	1013 · Checking - US Bank - GF x3353	-1,515.18
27061913	10/17/2023		Reuseable District logo bags for awareness (250) PO#02706-1913	5910 · Media and Network	1,515.18
TOTAL					1,515.18
2373	11/06/2023	Cintas Corporation #0464	Payer #15914933	1013 · Checking - US Bank - GF x3353	-684.48
15914933 Oct-20	10/31/2023		Uniform Services 09/06/23 Inv #4166864040	5725 · Apparel - Uniforms & Boots	164.53
			Uniform Services 09/13/23 Inv #4167597509	5725 · Apparel - Uniforms & Boots	185.58
			Uniform Services 09/20/23 Inv #4168303590	5725 · Apparel - Uniforms & Boots	164.75
			Uniform Services 09/27/23 Inv #4169000899	5725 · Apparel - Uniforms & Boots	175.19
			Available Credit Remain from 08/02/23 Inv #4163374940	5725 · Apparel - Uniforms & Boots	-5.57
TOTAL					684.48
2374	11/06/2023	Colorprint		1013 · Checking - US Bank - GF x3353	-434.39
34897	10/13/2023		District services brochures-English version (Qty: 500)	5910 · Media and Network	363.00
35063	11/01/2023		Tick-bite rack cards-Spanish version (Qty: 100)	5910 · Media and Network	71.39
TOTAL					434.39
2375	11/06/2023	Comcast	A/C #8155200280283815	1013 · Checking - US Bank - GF x3353	-167.78
81552002807062	10/17/2023		Business Internet 10/22/23-11/21/23 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	167.78
TOTAL					167.78
2376	11/06/2023	Compu-Data, Inc.	Inv #64464	1013 · Checking - US Bank - GF x3353	-140.00
64464	11/01/2023		Installed Splashtop 1 to Richard's remote laptop	5455 · IT Consulting - Compu-Data	140.00
TOTAL					140.00
2377	11/06/2023	Denngo	Inv #37899	1013 · Checking - US Bank - GF x3353	-1,152.59
37899	10/23/2023		Oct-2023 Inspection Service Contract & Repairs HVAC	5505 · Facility - Repairs & Maint	770.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Merv 13 filters	5505 · Facility - Repairs & Maint	382.59
TOTAL					1,152.59
2378	11/06/2023	Eco Medical Inc.	Invoice #21749	1013 · Checking - US Bank - GF x3353	-109.20
21749	10/31/2023		28 Gal. Bio-waste container pick-up - Oct 2023	5830 · Lab Biowaste Disposal	109.20
TOTAL					109.20
2379	11/06/2023	Fusion, LLC	Customer No. 3789973	1013 · Checking - US Bank - GF x3353	-530.50
9770095	10/19/2023		Phone System Nov-2023	5570 · Phone - VOIP - Fusion/MegaPath	530.50
TOTAL					530.50
2380	11/06/2023	GLS US	Account #32493	1013 · Checking - US Bank - GF x3353	-8.34
5146185	10/15/2023		Send samples to UC Davis for WNV testing 10/10	5805 · Disease Surveillance	8.34
TOTAL					8.34
2381	11/06/2023	Heluna Health	A/C #592519, Inv #2390067	1013 · Checking - US Bank - GF x3353	-1,000.00
2390067	10/24/2023		Contribution to MVCAC Funds for FY23-24 WNV Dead Bird Call Center	5330 · Memberships & Subscriptions	1,000.00
TOTAL					1,000.00
2382	11/06/2023	James Barry	Inv #961562	1013 · Checking - US Bank - GF x3353	-140.00
961562	10/19/2023		Fish pond maintenance	5505 · Facility - Repairs & Maint	140.00
TOTAL					140.00
2383	11/06/2023	Life Technologies Corporation		1013 · Checking - US Bank - GF x3353	-1,123.13
83819374	09/06/2023		PCR supplies restocking (P.O.#02706-1908)	5845 · Lab PCR Supplies	330.80
83839483	09/16/2023		PCR extraction plates for KF Flex (P.O.#02706-1910)	5845 · Lab PCR Supplies	792.33
TOTAL					1,123.13
2384	11/06/2023	Napa Auto Parts		1013 · Checking - US Bank - GF x3353	-55.54

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
166798	10/23/2023		Radiator caps	5620 · Auto, Hotsy, Plug, Boat, Traile	28.87
167268	10/30/2023		Radiator caps	5620 · Auto, Hotsy, Plug, Boat, Traile	26.67
TOTAL					55.54
2385	11/06/2023	O'Reilly Automotive, Inc.	Customer #1275593	1013 · Checking - US Bank - GF x3353	-22.89
1275593 Strmt10/	10/28/2023		Lug nuts for Nissan fleet	5620 · Auto, Hotsy, Plug, Boat, Traile	22.89
TOTAL					22.89
2386	11/06/2023	Quench USA, Inc.	A/C #D322868	1013 · Checking - US Bank - GF x3353	-205.00
INV06477303	11/01/2023		Water Dispenser Rental - Nov 2023	5335 · Office Expense	205.00
TOTAL					205.00
2387	11/06/2023	Sandie Arnott, SanMateo Cty Tax Collector		1013 · Checking - US Bank - GF x3353	-3,426.00
2023-265893	10/24/2023		Parcel #026-122-080, 2023-2024 Tax Bill (Stormwater Fee) 1351 Rollins	5355 · Property Tax Stormwater Assess	1,882.00
2023-265846	11/01/2023		Parcel #026-101-060, 2023-2024 Tax Bill (Stormwater Fee) 1415 Carolan	5355 · Property Tax Stormwater Assess	1,544.00
TOTAL					3,426.00
2388	11/06/2023	Spark Creative Design	Inv #2872	1013 · Checking - US Bank - GF x3353	-996.25
2872	10/26/2023		District services information edits	5910 · Media and Network	996.25
TOTAL					996.25
2389	11/06/2023	Standard Insurance Company	142979	1013 · Checking - US Bank - GF x3353	-1,458.77
142979-0001 Oct	10/18/2023		Long term disability due 11/01/2023	5165 · Long Term Disability - Standard	1,458.77
TOTAL					1,458.77
2390	11/06/2023	Stephanie Busam	Dental-ortho service for daugher, Siena	1013 · Checking - US Bank - GF x3353	-300.00
DentalReimb-Siei	10/23/2023		Dental-ortho service for daugher, Siena	5140 · Actives - Dental Reimbursement	300.00
TOTAL					300.00

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2391	11/06/2023	Streamline	Invoice No: 112D6F75-0033	1013 · Checking - US Bank - GF x3353	-431.00
112D6F75-0033	11/01/2023		Streamline Web 11/1/2023-11/30/2023	5475 · Website Hosting / Microsoft	431.00
TOTAL					431.00
2392	11/16/2023	Great-West Life & Annuity Co	Group No. 98368	1013 · Checking - US Bank - GF x3353	-6,768.47
11042023	11/04/2023		Employee Deferred Comp PPE 11/04/2023	5185 · Actives - Deferred Compensation	6,768.47
TOTAL					6,768.47
2393	11/16/2023	San Mateo County Retirement Asso SM M.A.D.		1013 · Checking - US Bank - GF x3353	-36,793.60
11042023	11/04/2023		Employee Contribution Pay Period 10/22/2023-11/04/2023	5115 · Retirement - Employee Contribut	9,614.21
			Employer Contribution Pay Period 10/22/2023-11/04/2023	5110 · Retirement - Employer Contribut	27,179.39
TOTAL					36,793.60
2394	11/16/2023	U.S. Bank PARS Account # 6746022 Agency Name: San Mateo County Mosquito & Vector Control District F		1013 · Checking - US Bank - GF x3353	-606.51
6746022400-PP1	11/04/2023		Alternate Retirement System for Richard Arrow PPE 11/04/2023	5116 · Alternate Retire-Employee Contr	606.51
TOTAL					606.51
2395	11/16/2023	Jarvis Fay LLP	Invoice 18182	1013 · Checking - US Bank - GF x3353	-4,860.00
18182	10/31/2023		Board Matters (6.4 hrs) - Legal Services thru Oct-2023	5350 · Legal Services	1,920.00
			HR Personnel (7.7 hrs)	5350 · Legal Services	2,310.00
			Manager's Review Committee (2.1 hrs)	5350 · Legal Services	630.00
TOTAL					4,860.00
2396	11/16/2023	Lampire Biological Laboratories, Inc A/C # SANMAT		1013 · Checking - US Bank - GF x3353	-349.00
578648	11/07/2023		Chicken Blood (PO# 02076-1847)	5815 · Mosquito Blood	349.00
TOTAL					349.00
2397	11/16/2023	Public Agency Retirement Services Customer #SAN400		1013 · Checking - US Bank - GF x3353	-318.36

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
54340	11/08/2023		PARS Alternate Retirement System Fees PE 09/30/2023	5325 · HR & Finance Consultant	318.36
TOTAL					318.36
2398	11/16/2023	Purchase Power	8000-9000-0074-1201	1013 · Checking - US Bank - GF x3353	-420.99
17662438-Nov20	11/14/2023		Postage refill and transaction fee	5380 · Copier and postage	420.99
TOTAL					420.99
2399	11/16/2023	Spark Creative Design	Inv #2872	1013 · Checking - US Bank - GF x3353	-919.52
2884	11/09/2023		Tick survey postcards print, postage & handouts	5910 · Media and Network	919.52
TOTAL					919.52
2400	11/16/2023	Asbury Environmental Services	Invoice # I500-00993581	1013 · Checking - US Bank - GF x3353	-100.00
I500-00993581	11/07/2023		Used oil disposal service 10/27/2023	5620 · Auto, Hotsy, Plug, Boat, Traile	100.00
TOTAL					100.00
2401	11/16/2023	Cintas	Customer #11322412	1013 · Checking - US Bank - GF x3353	-63.11
5183280470	11/08/2023		First Aid-Kit refill (2)	5720 · Safety Equipment	63.11
TOTAL					63.11
2402	11/16/2023	City of Burlingame, Water		1013 · Checking - US Bank - GF x3353	-1,022.68
53-310184-Oct23	10/27/2023		3/4 Inch 08/22/23-10/24/23	5565 · Water	163.10
53-133346-Oct23	10/27/2023		1 1/2 Inch 08/22/23-10/24/23	5565 · Water	687.61
53-485494-Oct23	10/27/2023		1 Inch meter 08/22/23-10/24/23-1415 N. Carolan Ave	5565 · Water	158.82
53-310176-Oct23	10/27/2023		Fireline 08/22/23-10/24/23	5565 · Water	13.15
TOTAL					1,022.68
2403	11/16/2023	Comcast	A/C #8155-20-028-0705890	1013 · Checking - US Bank - GF x3353	-136.81
81552002807058	11/10/2023		Business Internet 11/15/23-12/14/23 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	136.81

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					136.81
2404	11/16/2023	David J Vossbrink		1013 · Checking - US Bank - GF x3353	-140.00
113-2023	10/31/2023		Edit adulticide FAQ & treatment news (1hr)	5910 · Media and Network	140.00
TOTAL					140.00
2405	11/16/2023	Flyers Energy, LLC	Account 700895	1013 · Checking - US Bank - GF x3353	-4,183.49
CFS-3612859	10/31/2023		Fuels 10/16/2023-10/31/2023	5735 · Fuel	4,183.49
TOTAL					4,183.49
2406	11/16/2023	FRMS	51 - SMCMVCD Billing Period Dec-2023	1013 · Checking - US Bank - GF x3353	-33,448.58
FRMS1223-SMCI	11/08/2023		Medical Insurance for Dec-2023	5125 · Actives - Medical Insurance	30,107.88
			Dental Insurance	5135 · Actives - Dental Insurance	2,754.18
			Vision	5145 · Actives - Vision Insurance	482.02
			Hartford Group Life	5150 · Group Life Insurance	104.50
TOTAL					33,448.58
2407	11/16/2023	GLS US	Account #32493	1013 · Checking - US Bank - GF x3353	-13.56
5156157	10/29/2023		Send samples to UC Davis for WNV testing 10/24	5805 · Disease Surveillance	13.56
TOTAL					13.56
2408	11/16/2023	Grainger	809934680	1013 · Checking - US Bank - GF x3353	-1,474.10
7115530466	11/05/2023		Air compressor part	5610 · Garage Tools	11.93
			Rechrq flashlights & sprayer fittings	5620 · Auto, Hotsy, Plug, Boat, Traile	935.24
			Ops field equp & supplies	5630 · Ops Equipment & Repairs	402.15
			Safety glasses and cleaning supply	5720 · Safety Equipment	69.11
			Lab supplies	5825 · Lab Supplies	55.67
TOTAL					1,474.10
2409	11/16/2023	Head Real Properties, Inc.	Professional Services Re: 1415 N Carolan Contruction Project	1013 · Checking - US Bank - GF x3353	-953.40

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
ProffServ-June-20	11/07/2023		Professional Services Re: 1415 N Carolan Construction Project	5345 · Prof. Services - Engineer Rpt	953.40
TOTAL					<u>953.40</u>
2410	11/16/2023	MidAmerica Admin & Retirement Sc	Cust ID: SANMA002 (Admin Fees Jul-Sep '23)	1013 · Checking - US Bank - GF x3353	-648.00
HRA-Admin-Jul-S	11/15/2023		Admin Fees for Actives HRA (Jul thru Sep '23)	5130 · Actives - HRA Health Reimb Acct	528.00
			Admin Fees for Retirees HRA (Jul thru Sep '23)	5160 · Retirees - HRA & Medical Reimb	120.00
TOTAL					<u>648.00</u>
2411	11/16/2023	Pacific Office Automation		1013 · Checking - US Bank - GF x3353	-271.14
794086	11/02/2023		Maintenance for 1 Color & 2 Blk/Wht Copiers 11/02/23-12/02/23	5380 · Copier and postage	271.14
TOTAL					<u>271.14</u>
2412	11/16/2023	PG&E		1013 · Checking - US Bank - GF x3353	-2,814.02
5584709654-6 Oc	10/26/2023		1351 Rollins Site 09/27/2023-10/26/2023	5560 · Gas & Electricity - PG&E	1,989.82
5594119880-0 Oc	10/26/2023		PGE Elec & Gas for 1415 N Carolan 09/27/23-10/26/2023	5560 · Gas & Electricity - PG&E	824.20
TOTAL					<u>2,814.02</u>
2413	11/16/2023	Rachel Curtis	Reimburse outreach purchases	1013 · Checking - US Bank - GF x3353	-65.16
Reimb-Outreach1	10/18/2023		Reimburse outreach materials and USPS stamps	5910 · Media and Network	65.16
TOTAL					<u>65.16</u>
2414	11/16/2023	RankPlus SEO	Invoice 000749	1013 · Checking - US Bank - GF x3353	-742.00
000749	11/01/2023		Google Ads Services (Nov)	5910 · Media and Network	742.00
TOTAL					<u>742.00</u>
2415	11/16/2023	Recology San Mateo County	A/C #731001072	1013 · Checking - US Bank - GF x3353	-482.22
51528370	10/30/2023		Garbage Service - Oct 2023	5340 · Janitorial/Household Expense	482.22
TOTAL					<u>482.22</u>

**San Mateo County Mosquito & Vector Control District
Check Detail (General Fund)**

GF-Nov 2023

November 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2416	11/16/2023	Redwood Trading Post	Customer ID CU00001000007751	1013 · Checking - US Bank - GF x3353	-175.78
1000298006	09/23/2023		Boots for Justin Loman	5725 · Apparel - Uniforms & Boots	175.78
TOTAL					<u>175.78</u>
2417	11/16/2023	RMT Landscape Contractors, Inc.	Customer #M332	1013 · Checking - US Bank - GF x3353	-869.00
20231133	11/10/2023		Landscape Maintenance Nov-2023 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	544.50
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	324.50
TOTAL					<u>869.00</u>
2418	11/16/2023	The Goodyear Tire & Rubber Co.	A/C #632593-0001	1013 · Checking - US Bank - GF x3353	-1,665.38
184-1099910	10/31/2023		12 Tires for CB Jeeps & 12 Tires Disposal Fees	5620 · Auto, Hotsy, Plug, Boat, Traile	1,665.38
TOTAL					<u>1,665.38</u>
2419	11/16/2023	Verizon Wireless	A/C #271667168-00002	1013 · Checking - US Bank - GF x3353	-1,835.04
9947818318	10/26/2023		Balance-Services for period 9/27/23-10/26/23 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,835.04
TOTAL					<u>1,835.04</u>
2420	11/16/2023	U.S. Bank	4246-0445-5564-6391	1013 · Checking - US Bank - GF x3353	-7,158.37
10232023	10/23/2023		District Credit Card Payment	1040 · US Bank Purchase Card	7,158.37
TOTAL					<u>7,158.37</u>
CHECK TOTAL					<u><u>176,231.83</u></u>

Note: Previous month's check numbers were 2304-2359. Current month's check numbers are 2360-2420 (61 checks).

San Mateo County Mosquito & Vector Control District
Check Detail (Capital Fund)

CPF-Nov 2023

November 2023

Num	Date	Name	Memo	Account	Original Amount
1264	11/06/2023	Enterprise FM Trust	Customer No. 458563	1023 · Checking - US Bank - CPF x4183	-3,542.33
458563-110423	11/04/2023		22NCN8-2018 NISS Frontier- Nov 2023	6030 · Vehicle Leases	248.89
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	248.89
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			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
			23MNV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MNV3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	522.65
TOTAL					3,542.33
1265	11/06/2023	Life Technologies Corporation	Inv 83886425 & credit 83895531	1023 · Checking - US Bank - CPF x4183	-20,693.63
83886425 & Credit	09/25/2023		Kingfisher Duo Prime Extraction Instrument (PO#02706-1911)	6020 · Equipment - Operations & Admin	25,693.63
83886425 & Credit	09/25/2023		Credit: Inv 83895531 for trade-in equipmt	6020 · Equipment - Operations & Admin	-5,000.00
TOTAL					20,693.63
CHECK TOTAL					24,235.96

Note: Previous month's check number was 1263. Current month's check numbers are 1264-1265 (2 checks).



P.O. BOX 6343
FARGO ND 58125-6343

Nov
2023



000001525 01 SP 0.630 106481893572324 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 11-22-2023
AMOUNT DUE \$21,985.20
NEW BALANCE \$21,985.20
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
\$ 14,826.83

Please make check payable to U.S. Bank

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

[REDACTED] 002198520 002198520

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
SMCMAD	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
[REDACTED]	\$23,582.78	\$15,218.40	\$0.00	\$0.00	\$0.00	\$391.57	\$16,424.41	\$21,985.20
Company Total								

CORPORATE ACCOUNT ACTIVITY				
SMCMAD	TOTAL CORPORATE ACTIVITY			
[REDACTED]	\$16,424.41 CR			
Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-27	10-24	74798263300000000000838	PAYMENT - THANK YOU 00000 C	16,424.41 PY

NEW ACTIVITY				
ANGELA NAKANO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$595.37	\$0.00	\$595.37
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-20	11-18	24435653322069202390008	VWR INTERNATIONAL INC 800-932-5000 PA	595.37

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	23,582.78
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	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	15,218.40
	11/22/23	.00	CASH ADVANCES	.00
	AMOUNT DUE		CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
	21,985.20		CREDITS	391.57
			PAYMENTS	16,424.41
			ACCOUNT BALANCE	21,985.20

Nov
2023



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 11-22-2023

NEW ACTIVITY

CASEY STEVENSON		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$3,021.85	\$0.00	\$3,021.85
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-03	11-01	24755423306273083892314	CA DEPT PEST REGS LICENSI 916-4453891 CA	90.00	
11-09	11-08	24231683313837000098005	SMART AND FINAL 453 SAN MATEO CA	27.61	
11-16	11-14	24323043319044000209928	CRESCO EQUIPMENT RENTALS BURLINGAME CA	37.27	
11-20	11-17	24492163321000040334024	DRONEDEPLOY.COM HTTPSWWW DRON CA	987.00	
11-21	11-20	24492163324713344704888	EB VERTEBRATE PEST CO 801-413-7200 CA	1,640.00	
11-21	11-20	24492163324713344809610	ADORAMA INC. 800-223-2500 NY	1.00	
11-21	11-20	24492163324713344810956	ADORAMA INC. 800-223-2500 NY	238.97	
SMCMVCD ADMIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$391.57	\$6,719.56	\$0.00	\$6,327.99
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-30	10-28	24231683301083185304157	HARBOR FREIGHT TOOLS 805-388-1000 CA	37.26	
10-30	10-28	24231683301083185304157	HARBOR FREIGHT TOOLS 805-388-1000 CA	325.54	
10-30	10-27	24892163300100412189833	4IMPRINT, INC 4IMPRINT.COM WI	577.58	
10-30	10-27	24943003300089201213283	NEW ENGLAND BIOLABS 800-632-7440 MA	297.10	
11-01	10-31	24055233304819939188825	ROCK AUTO ROCKAUTO.COM WI	504.44	
11-02	11-01	74055233305819939002938	ROCK AUTO MADISON WI	391.57 CR	
11-02	11-01	24492163305000031194189	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	37.50	
11-02	11-01	24492163305000042325038	YELP INC *855 380 9357 WWW.YELP.COM CA	90.00	
11-02	11-01	24803943306910007284707	GOOGLE*ADS3907138857 CC GOOGLE.COM CA	499.97	
11-06	11-03	24445003308000811952650	WALGREENS #6655 BURLINGAME CA	7.21	
11-06	11-03	24892163307105743254084	WWW COSTCO.COM 800-955-2292 WA	175.39	
11-10	11-08	24231683313837001333070	SAFEWAY #1547 BURLINGAME CA	20.97	
11-13	11-10	24113433314300847377068	KLEEN RITE CORP 800-233-3873 PA	278.42	
11-15	11-14	24431063318081407170228	FASTRAK CSC 415-488-8655 CA	25.00	
11-15	11-14	24559303318900014470547	CSMFO 916-2312137 CA	800.00	
11-15	11-14	24755423319153191818147	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75	
11-15	11-14	24755423319153191818154	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75	
11-15	11-14	24755423319153191818162	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75	
11-15	11-14	24755423319153191818170	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75	
11-15	11-14	24755423319153191818188	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75	
11-15	11-14	24755423319153191818196	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75	
11-16	11-15	24431063318081488770705	FASTRAK CSC 415-488-8655 CA	25.00	
11-17	11-16	24941503320089202374537	QIAGEN LLC 800-426-8157 MD	523.81	
11-20	11-17	24892163321107042531131	THE WESTIN ANAHEIM RES ANAHEIM CA 275029 ARRIVAL: 01-29-24	1,064.23	
11-20	11-17	24892163322108018000985	THE HOME DEPOT 8655 COLMA CA	241.82	
11-21	11-20	24011343324000037500501	SP RAM MOUNTS RAMMOUNT.COM WA	190.23	
11-21	11-20	24941503324089202568847	QIAGEN LLC 800-426-8157 MD	285.82	
11-22	11-21	24908413325187644588363	METTLER TOLEDO 800-4724646 CA	521.77	
BRIAN WEBER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$4,881.62	\$0.00	\$4,881.62
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-03	11-02	24011343306000058150238	CAPELOS BA* (1 OF 1 PA HTTPSWWW.CAPE CA	971.19	
11-06	11-03	24892163307105743266799	COSTCO DELIVERY 854 800-798-9968 CA	1,035.43	
11-07	11-06	24892163310108289699048	INTUIT *QBBOOKS ONLINE CL.INTUIT.COM CA	1,080.00	
11-17	11-16	24011343320000037273228	AMCA* CA HTTPSWWW.MOSQ CA	630.00	

11/22/2023 11:22:24 AM

Company Name:	SMCMVCD
Corporate Account Number:	[REDACTED]
Statement Date:	11-22-2023

Nov
2023

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-17	11-16	24011343320000037878921	AMCA* CA HTTPSWWW.MOSQ CA	630.00
11-17	11-16	24011343320000044807869	AMCA* CA HTTPSWWW.MOSQ CA	535.00

Department: 00000 Total:
Division: 00000 Total:

\$14,826.83
\$14,826.83

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

Nov 2023

November 2023

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
1040 · US Bank Purchase Card					
1045 · US Bank Visa Brian x2315					
Credit Card Charge	11/02/2023	Misc-Admin	Dinner for November Board Meeting	5305 · Board Meeting Expenses	971.19
Credit Card Charge	11/03/2023	Costco	Misc. office, janitorial, and board meeting supplies	5335 · Office Expense	228.90
				5340 · Janitorial/Household Expense	553.48
				5305 · Board Meeting Expenses	253.05
Credit Card Charge	11/06/2023	Intuit	Annual subscription	5465 · Computer Software	1,080.00
Credit Card Charge	11/16/2023	American Mosquito Control As AMCA Annual Meeting registrations for Trustees Ron and Catherine		5210 · Conferences / Workshops Board	1,260.00
Credit Card Charge	11/16/2023	American Mosquito Control As AMCA Annual Meeting registrations for Brian		5215 · Conferences / Workshops Staff	535.00
Total 1045 · US Bank Visa Brian x2315					<u>4,881.62</u>
1050 · US Bank Visa Admin x5992					
Credit Card Charge	10/28/2023	Harbor Freight	Tools for shop to refurbish fleet parts	5610 · Garage Tools	37.26
Credit Card Charge	10/28/2023	Harbor Freight	Tools for shop to refurbish fleet parts	5610 · Garage Tools	325.54
Credit Card Charge	10/28/2023	Misc- Outreach	4imprint.com - Magnets with District Logo and Services	5910 · Media and Network	577.58
Credit Card Charge	10/28/2023	New England BioLabs	For egg and special project DNA amplification and sequencing	5845 · Lab PCR Supplies	297.10
Credit Card Charge	10/31/2023	Rock Auto	CB Jeep parts	5620 · Auto, Hotsy, Plug, Boat, Traile	504.44
Credit Card Credit	10/31/2023	Rock Auto	Return Jeep steering box	5620 · Auto, Hotsy, Plug, Boat, Traile	-391.57
Credit Card Charge	11/01/2023	Mosyle Business	Premium license	5465 · Computer Software	37.50
Credit Card Charge	11/01/2023	Misc- Outreach	Yelp - add-ins to the District's Yelp Business account	5910 · Media and Network	90.00
Credit Card Charge	11/01/2023	Misc- Outreach	Google ADS - custom google ads	5910 · Media and Network	499.97
Credit Card Charge	11/03/2023	Walgreen	Misc. supplies for staff season ending bbq	5335 · Office Expense	7.21
Credit Card Charge	11/03/2023	Costco	Mini fridge for board meetings	5305 · Board Meeting Expenses	175.39
Credit Card Charge	11/08/2023	Safeway Store	Cookies for November Board Meeting	5305 · Board Meeting Expenses	20.97
Credit Card Charge	11/10/2023	Kleen-Rite	Pressure demand switches for CB Jeeps	5630 · Ops Equipment & Repairs	278.42
Credit Card Charge	11/14/2023	FasTrak	Replenishment amount	5215 · Conferences / Workshops Staff	25.00
Credit Card Charge	11/14/2023	Misc-Admin	CSMFO - conference registration for Trustee Mason Brutschy	5210 · Conferences / Workshops Board	800.00
Credit Card Charge	11/14/2023	Misc- Ops	Economy Smog - 6 vehicle smogs	5615 · Garage Repairs Outside	190.50
Credit Card Charge	11/15/2023	FasTrak	Replenishment amount	5215 · Conferences / Workshops Staff	25.00
Credit Card Charge	11/16/2023	Qiagen LLC	Sequencing eggs and Anopheles	5845 · Lab PCR Supplies	523.81
Credit Card Charge	11/17/2023	Misc-Admin	The Westin Anaheim - hotel reservation Trustee Mason - CSMFO conf	5210 · Conferences / Workshops Board	1,064.23
Credit Card Charge	11/17/2023	Home Depot	Blast cabinet supplies for shop	5610 · Garage Tools	241.82
Credit Card Charge	11/20/2023	Ram Mounts	Endcaps for iPad mount in trucks	5460 · Computer Hardware	190.23
Credit Card Charge	11/20/2023	Qiagen LLC	For egg special project extractions	5845 · Lab PCR Supplies	285.82
Credit Card Charge	11/20/2023	Mettler-Toledo Rainin, LLC	Restocking extraction room	5845 · Lab PCR Supplies	521.77
Total 1050 · US Bank Visa Admin x5992					<u>6,327.99</u>

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

Nov 2023

November 2023

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
1052 · US Bank Visa Angie x8413					
Credit Card Charge	11/18/2023	VWR INTERNATIONAL INC	Tubes for tick testing extractions	5805 · Disease Surveillance	595.37
Total 1052 · US Bank Visa Angie x8413					<u>595.37</u>
1053 · US Bank Visa Casey x8447					
Credit Card Charge	11/01/2023	Department of Pesticide Regul	DPR renewal registration	5220 · Staff Training	90.00
Credit Card Charge	11/08/2023	Smartnfinal	Sterno to heat food for Board Meetings dinner	5335 · Office Expense	27.61
Credit Card Charge	11/14/2023	Cresco Equipment Rental	Filling up propane tank for the forklift	5735 · Fuel	37.27
Credit Card Charge	11/17/2023	Misc- Ops	Drone Deploy - mapping software for drones	5465 · Computer Software	987.00
Credit Card Charge	11/20/2023	Misc- Ops	Vertebrate Pest Conf-registrations for Ryan, Eric, Justin & Vanessa	5215 · Conferences / Workshops Staff	1,640.00
Credit Card Charge	11/20/2023	Misc- Ops	Adorama - drone tag beacon for drones required by FAA	5630 · Ops Equipment & Repairs	239.97
Total 1053 · US Bank Visa Casey x8447					<u>3,021.85</u>
TOTAL 1040 · US Bank Purchase Card					<u><u>14,826.83</u></u>

Agenda Item 7D

SUBJECT: REVIEW OF PROPOSED CHANGES TO POLICY 6030 EXPENSE AUTHORIZATION

SUMMARY

Policy 6030 Expense Authorization sets guidelines and rules established by the Board to regulate how employees can spend District funds. This policy outlines the procedures and criteria that employees must follow when requesting, approving, and reimbursing expenses incurred while conducting business on behalf of the District.

Staff is requesting the following primary changes to **Policy 6030 Expense Authorization**:

- increasing the formal award approval limit by the SMCMVCD Board from \$7,500 to \$25,000. (Increasing the formal award limit will keep pace with the escalating cost of goods and services. (Exhibit A))
- The informal bid requirement would be raised from \$1,000 - \$7,500 to \$5,000 - \$25,000; three bids would be required for any purchases that fall within this range
- Increasing the limit for informal bids from \$1,000 to \$5,000, although cost comparison will always be encouraged when feasible.
- Increase petty cash single purchase limit from \$25 to \$50
- Positioned SMCMVCD to take advantage of automation advances (i.e., cloud-based systems) as they apply to the submittal of formal bids

BACKGROUND

Having a well-defined expense authorization policy helps maintain financial control, ensures transparency in spending, prevents fraud or misuse of funds, and establishes clear guidelines for employees to follow when incurring expenses. Regular reviews and updates to this policy are essential to keep it aligned with the changing needs and circumstances of the District.

Increased award limits will proactively position the District for the future. Board approval would be required for all purchases of more than \$25,000; District and Finance Manager approval would still be required for all purchases. In addition, internal controls would be maintained to deter fraud or misuse.

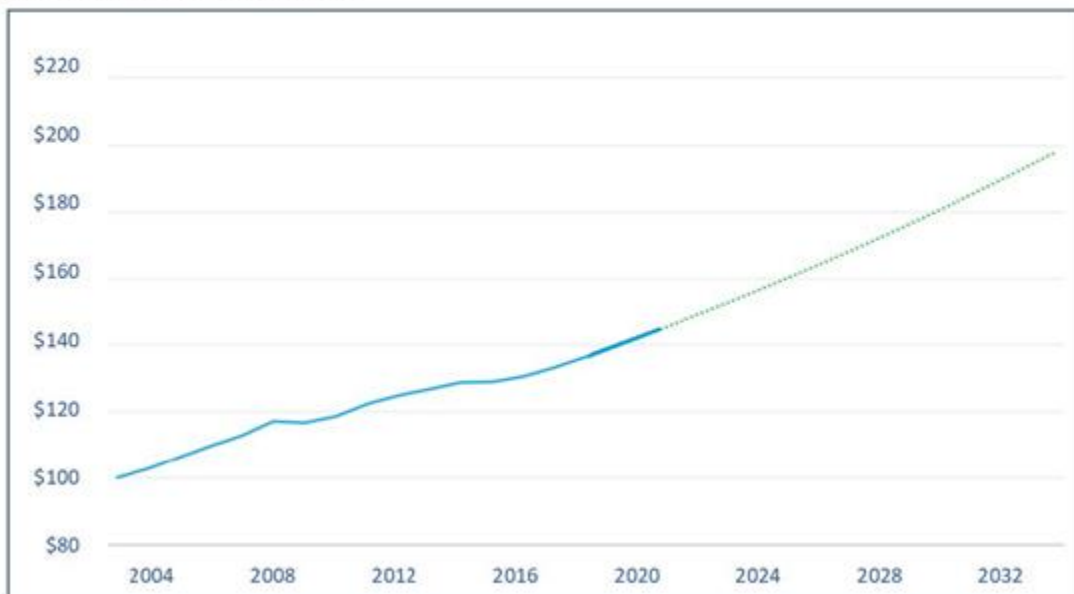
Department heads would continue to be responsible for monitoring their respective budgets. External audits would still be conducted annually by outside professional accounting firms. Furthermore, purchases would not be approved unless budgeted for that intended purpose.

- **The Finance Committee recommended the attached edits with a unanimous vote at their January meeting.**
- **The policy was also emailed to the Policy Committee before introduction to the Board.**
- **The attached edits have been reviewed and approved by District Counsel.**

Exhibit A

Value of a Dollar Over Time

The following chart shows the change in value of \$100 from 2003 to 2033. A projected inflation rate of 2.5% was used to calculate values from 2019 to 2033.



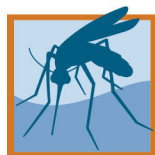
U.S. Bureau of Labor Statistics

RECOMMENDATION

Recommend the Board approve proposed changes to **Policy 6030 Expense Authorization**.

MATERIALS ATTACHED

1. **Policy 6030 Expense Authorization clean copy with edits**
2. **Policy 6030 Expense Authorization in track changes**



POLICIES AND PROCEDURES

TITLE: Expense Authorization

NUMBER: 6030

6030.10 All staff purchases made for the District shall be authorized by the District Manager, Finance Director, and purchasing employee and shall conform with the approved District budget.

6030.20 A Purchase Authorization Form is required for transactions exceeding \$5,000 and will include purchase justification, budgeted account code, the original receipt or invoice, and appropriate signatures. This policy also applies to purchases involving credit card usage.

6030.25 Purchase of goods or services by any person not authorized pursuant to this policy shall not be binding upon the District or constitute a lawful charge against any District funds.

6030.30 BIDDING REGULATIONS

6030.31 LESS THAN \$5000. Bidding is not required when the item or service to be purchased is less than \$5000 in value. Cost comparison is always encouraged when feasible.

6030.32 \$5,000 - \$25,000. Informal bidding shall be required when a budgeted item or service to be purchased costs between \$5,000 and \$25,000. Such bidding may be accomplished by internet search, email request, or other efforts to obtain at least three bids.

6030.321 The District Manager is authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$25,000 or less.

6030.33 ABOVE \$25,000. Any commitment of District funds greater than \$25,000 requires formal bidding, Board approval, and conformance with state law. Such bidding shall require a notice posted on the District website or other reasonable solicitation.

6030.331 Solicited sealed bids will be awarded by the Board to the lowest responsible bidder unless the Board determines that it would be in the public's best interest to do otherwise. Awarded bids will be retained as part of the District's official record.

6030.332 The Manager shall first review all bids received to determine if they are responsive to the bid request. The Manager is authorized to waive minor deviations and irregularities in the bids.

6030.333 The Manager may inspect and test bid products for quality and suitability, as well as assess a bidder's character and reputation to ascertain capability. These evaluations will guide the Manager's choice of the lowest responsible bidder.

6030.334 If two or more bids are the same, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received, and it may re-advertise for bids or have District staff perform such work.

6030.34 BIDDING IS NOT REQUIRED FOR THE FOLLOWING:

6030.341 Emergency situation exists;

6030.342 Retaining the specialized services of professionals, such as scientists, engineers, attorneys, independent contractors, or accountants, although the Board may direct the bidding process for any service;

6030.343 When the item or service can only be obtained from one vendor (i.e., "sole source" situations);

6030.344 When another governmental agency (federal or California state or local agency) has engaged in a competitive bidding process and awarded a bid to a particular vendor for certain goods and/or non-specialized services per applicable state law, and Management recommends approval of a contract with the same vendor at the same unit price ("piggyback contract"). The Board must make a specific finding that approval of the piggyback contract is in the best interest of the District;

6030.345 When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or Manager, as appropriate, and retained as part of the District's official records for at least two years.

6030.50 PETTY CASH

6030.51 A petty cash fund shall be maintained in the District office per Section 2312 of the State Health and Safety Code.

6030.52 The petty cash fund shall not exceed \$400.

6030.53 Whenever employees or trustees of the District incur “out-of-pocket” expenses for item(s) or services(s) appropriately relating to District business as verified by valid receipts, and a reimbursement request form, expended cash should be reimbursed upon request from the District’s petty cash fund. When a receipt is not obtainable, the District Manager or Finance Administrator shall approve the requested reimbursement prior to remuneration.

6030.54 Expenditures from this fund may be limited to items costing \$50 or less, plus sales tax, and meet criteria as a legal District charge.

6030.55 Petty cash may be advanced to District staff or trustees, and a receipt for the same may be executed to procure item(s) or service(s) appropriately relating to District business. After item(s) or service(s) have been obtained, a receipt shall be submitted to the Finance Administrator, and any remaining advanced funds shall be returned. The maximum petty cash advance is \$50.

6030.56 No personal checks shall be cashed in the petty cash fund.

6030.57 The Finance Administrator will make monthly audits to ensure the accuracy of records and proper use of funds.

6030.58 The petty cash fund shall be available for review in the District’s annual independent accounting audit.

6030.60 When the District Manager is unavailable, management is authorized to make emergency purchases essential for the District's uninterrupted operation or for preserving life or property. The District Manager must promptly approve these purchases as soon as possible and confirmed by the Board. Any unapproved purchases will not constitute a legal charge against the District.

Issued:	September 11, 2002
Revised:	January 29, 2014
Revised	August 2018
Legal Review	August 30, 2018
Board Approval	September 12, 2018



**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: Expense Authorization

NUMBER: 6030

6030.10 This policy covers the purchase of goods and services which are not public works or public projects as defined by state law. All ~~staff~~ purchases of goods and/or services made by staff for the District shall be authorized by the District Manager, Finance Director, ~~and/or~~ Laboratory Director (hereinafter Purchasing Agent) ~~purchasing employee~~ and shall conform with the approved District budget and policies. ~~The District Manager shall act as Purchasing Agent unless the Board of Trustees designates an alternative Purchasing Agent. The District Manager may delegate purchasing authority to other personnel in accordance with work functions and operational feasibility.~~ ~~the~~

6030.20 Any designated Purchasing Agent within the intent and limitations of the District budget, may purchase all materials, supplies, equipment, furnishings, or services on behalf of ~~and for the benefit of the District.~~ A Purchase Authorization Form ~~is~~ shall be required for transactions exceeding \$5,000 and ~~will~~ shall include purchase justification, budgeted account code, the original receipt or invoice, and appropriate signatures. This policy also applies to purchases involving credit card usage.

6030.25 Purchase of goods ~~and/or~~ services by any person not authorized pursuant to this policy shall ~~not~~ be binding upon the District or constitute a lawful charge against any District funds.

6030.30 BIDDING REGULATIONS

6030.31 ~~LESS THAN \$15,000.~~ Bidding is not required when the ~~item goods~~ or services to be purchased ~~is are~~ less than ~~\$5,000~~ \$5,000 in value. Cost and service quality comparison is always encouraged when feasible.

6030.32 ~~\$51,000 - \$25,000~~ \$7,500. Informal bidding shall be required when ~~the a budgeted item goods~~ or services to be purchased, costs between \$5,000 and ~~\$25,000~~ \$7,500. Such bidding may be accomplished by ~~internet search, email written request for bids sent to selected bidders or by telephone survey of prices, or by such other efforts directed towards~~

~~obtaining, or by other efforts to obtain at least three bids. The Purchasing Agent shall award the bid to the lowest responsible bidder, unless the Purchasing Agent determines that the public interest requires a different action, a report of which will be made to the Board, or other efforts to obtain at least threetwo (2) bidsquotations before selecting a supplier and processing a purchase order. The Board of Trustees authorizes the Purchasing Agent to purchase items described in this policy, not to exceed 25,000\$7,500 and which will not exceed the District's total budget amount.~~

~~6030.321 The District Manager is authorized to sign and enter into purchase orders and contracts for goods and services on the District's behalf when the dollar value of the contract is \$25,000 or less.~~

Commented [BW1]: Redundant. Mentions this in 6030.10

Commented [BW2]: Moved from 6030.38

~~6030.33 ABOVE \$7,525,000. Any commitment of District funds greater than When the item or service to be purchased costs more than \$7,525,000, formal bidding shall be required, except to the extent exempted below: for goods and services requires solicitation of written bids fromformal bidding at least three suppliers, Board approval, and conformance with state law. Such bidding process shall require that a notice be posted at the District office at least ten-five (510) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, internet posting, trade journal publication, use of a bid service, or other reasonable a notice posted on the District website or other reasonable solicitation. The notice inviting bids shall generally describe the goods and/or services to be purchased, identify the place where relevant documents may be obtained, and specify the date, time, and place when and where bids will be opened. Bids timely received shall be opened in public, at the date, time, and place specified.~~

~~6030.331 Solicited sealed bidsThe goods or services solicited will be awarded by the Board to the lowest responsible, responsive bidder with an acceptable delivery date unless based on the Purchasing Agent's analysis and recommendationunless the Board makes a determination-determines that it would be in the public's best interest to do otherwise. Awarded bids will be retained as part of the District's official record.~~

~~6030.332 The District Manager shall first review all bids received to determine if they are responsive to the bid request or notice inviting bids.- The Manager is authorized to waive minor deviations and irregularities, defects, or informalities in the bids, provided the waiver would not affect the amount of the bid or give a competitive advantage upon the bidder over the others.~~

~~6030.333 The District Manager may inspect and test bid products for quality and suitability, as well as assess a bidder's character and reputation to ascertain capability. These evaluations will guide the Manager's choiceerecommendation of the lowest responsible, responsive bidder.~~

~~The Manager shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine responsibility and capability. The Manager's determination and recommendation of the lowest responsible bidder shall be based on analyzing analysis of these factors.~~

6030.334 If two or more bids are the same, the District may accept any such bid.

6030.335 In its sole discretion, the District may reject any and all bids received, and it may re-advertise for bids or have District staff perform such work.

6030.34 BIDDING IS NOT REQUIRED FOR THE FOLLOWING:

6030.341 Emergency situation exists;

6030.342 Retaining the specialized services of professionals, such as scientists, engineers, attorneys, or accountants, although the Board may direct ~~the the~~ bidding process for any service provider;

6030.343 When the ~~item goods~~ or services can only be obtained from one vendor (i.e., “sole source” situations);

6030.344 When another governmental agency (federal or California state or local agency) has engaged in a competitive bidding process and awarded a bid to a particular vendor for certain goods and/or non-specialized services ~~in accordance with~~ per applicable state law, ~~and the Purchasing Agent or designee Management~~ the Purchasing Agent recommends approval of a contract with the same vendor at the same unit price (“piggyback contract”). The Board must make a specific finding that approval of the piggyback contract is in the best interest of the District; ~~and/or~~

6030.345 When the public interest may otherwise require that bidding be dispensed with provided that the facts constituting the basis for the exception shall be documented by the Board or District Manager, as appropriate, and retained as part of the District’s official records for at least two years.

~~6030.35~~ ~~The Manager shall first review all bids received to determine if they are responsive to the bid request or notice inviting bids. The Manager is authorized to waive minor deviations and irregularities in the bids.~~

~~6030.36~~ ~~The Manager shall also have the authority to inspect and test products intended to be used in any bid for quality and fitness for its intended purpose and may investigate the character and reputation of any bidder to determine responsibility and capability. The Manager’s determination and recommendation of the lowest responsible bidder shall be based on analyzing analysis of these factors.~~

~~6030.37~~ ~~The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received, and it may re-advertise for bids or have District staff perform such work.~~

~~6030.38~~ ~~The District Manager is hereby authorized to sign and enter into contracts on the District’s behalf when the dollar value of the contract is \$ 10,00025.0 or less.~~

Commented [BW3]: Already mentioned in 6030.33

6030.40 The District Manager may engage independent contractors to perform services, with or without furnishing materials, within the limits provided by law, provided that prospective bidders are given full opportunity to submit their qualifications and estimates of costs to render the desired service. The same conditions governing purchases, as stated above, shall apply to the engagement of independent contractors.

6030.50 PETTY CASH

~~A petty cash fund shall be maintained in the District office in accordance with per Section 2312 of the State Health and Safety Code.~~

6030.51 A petty cash fund shall be maintained in the District office per Section 2312 of the State Health and Safety Code. The petty cash fund shall not exceed \$400. ~~have a balance on hand maximum of \$400.~~

6030.52 Whenever employees or trustees of the District incur “out-of-pocket” expenses for ~~item~~good(s) or services(s) appropriately relating to District business as verified by valid receipts, and a reimbursement request form, expended cash should be reimbursed upon request from the District’s petty cash fund. ~~In those instances when~~When a receipt is not obtainable, the District Manager or Finance Administrator shall approve the requested reimbursement prior to remuneration.

6030.53 Expenditures from this fund may be limited to good(item) or service(s) costing \$25-50 or less, plus sales tax, ~~which are and meet criteria as a legal District charge against the District.~~

6030.54 Petty cash may be advanced to District staff or trustees, ~~and the execution of a receipt for same, and a receipt for the same may be executed for the purpose of procuring to procure~~ itemgoods(s) or service(s) appropriately relating to District business. After ~~item~~goods(s) or service(s) have been obtained, a receipt and a reimbursement request form shall be submitted to the Finance Administrator, and any remaining advanced funds shall be returned. The maximum petty cash advance is \$50.

6030.55 No personal checks shall be cashed in the petty cash fund.

6030.56 The Finance Administrator will make monthly audits to ~~assure~~ ensure the accuracy of records and proper use of funds.

6030.57 The petty cash fund shall be available for review in the District’s annual independent accounting audit.

6030.60 ~~Emergency purchases may be made by designated purchasing agents when the District Manager is not immediately available and the item or items so purchased are immediately necessary for the continued operation of the District or are immediately necessary~~

~~purchased are immediately required for the continued operation of the District or for the preservation of life or property. Such emergency purchases shall be subsequently approved and confirmed by the District Manager, or if he refuses such confirmation, the Board of Trustees may subsequently approve and confirm such purchases. Unless such purchases are so approved and confirmed by either the District Manager or the Board of Trustees, the costs shall not constitute a legal charge against the District.~~

~~When the District Manager is unavailable, department heads ~~is~~shall be authorized to make emergency purchases essential for the District's uninterrupted operation or for preserving life or property. The District Manager ~~must~~shall promptly approve these purchases as soon as possible, ~~with and confirmation~~ed by the Board, as necessary. Any unapproved purchases ~~will~~shall not constitute a legal charge against the District.~~

~~6030.70 The District Manager shall exercise diligence in consolidating and scheduling orders to the end so that the District may benefit from quantity prices and the most favorable market.~~

~~6030.80 Any transaction failing to comply with this policy in any respect is voidable in the discretion of the Board of Trustees.~~

Issued:	September 11, 2002
Revised:	January 29, 2014
Revised	August 2018
Legal Review	August 30, 2018
Board Approval	September 12, 2018



Agenda Item 8.A. - Operations Staff Program Reports

Field Operations December 2023

Mosquito Control in 2023 by City

City	# Of Mosquito Sources	Site inspections	Site treatments	% Treated	Mosquito Service Requests
Atherton	469	1236	257	21%	13
Belmont	346	1268	329	26%	11
Brisbane	111	446	43	10%	0
Burlingame	507	1693	328	19%	48
Colma	44	135	18	13%	0
Daly City	91	277	78	28%	19
East Palo Alto	92	830	104	13%	8
Foster City	696	2498	952	38%	63
Half Moon Bay	207	817	125	15%	1
Hillsborough	582	1612	358	22%	22
Menlo Park	1116	3220	813	25%	14
Millbrae	325	974	194	20%	12
Pacifica	153	559	136	24%	9
Portola Valley	226	1155	308	27%	13
Redwood City	1114	2336	464	20%	45
Redwood Shores	878	2758	963	35%	12
San Bruno	199	689	99	15%	14
San Carlos	350	1274	345	27%	10
San Mateo	1058	3281	579	18%	99
South San Francisco	238	835	151	18%	33
Woodside	385	1384	411	30%	11
Total	9187	29277	7055	24%	457

Table 1 – Mosquito-related work completed between January 2023 and November 2023

At San Mateo County Mosquito and Vector Control, the District serves the whole County, including 20 cities and around 773,000 residents. District staff includes ten full-time vector control technicians, three entomologists, and six seasonal catch basin drivers working to control the mosquito population across 744 square miles of diverse geographical regions in San Mateo County. On any given day, District staff can be seen performing at Sharp Park in Pacifica, along the Bay in East Palo Alto, inspecting for the winter salt marsh mosquito (*Aedes squamiger*), or conducting storm drain treatments in Redwood Shores to help control mosquitoes that can transmit West Nile virus. The table above shows the city’s breakdown of all the inspections and treatments we completed in 2023.



Agenda Item 8.A. - Operations Staff Program Reports

2023 highlights

- In San Mateo County, 9,187 mosquito sources can potentially produce mosquitoes. These include residential sources such as fountains, fishponds, water underneath houses, and abandoned swimming pools. Natural breeding habitats, such as creeks and salt marsh areas along the Bay and coast, can also produce mosquitoes.
- Mosquito sources are checked multiple times throughout the year. This year, District staff conducted 29,277 inspections of potential mosquito breeding habitats.
- Of the 29,277 inspections, 24% resulted in a treatment with a mosquito control product, which is on par with previous years.
- This year, District staff responded to 457 mosquito calls, up compared to 2022's tally of 343 mosquito service requests. Multiple factors go into increased mosquito calls. One of the main factors this year was the amount of rainfall we had from January to April. Combining an abundance of rain and warm weather can contribute to an increase in mosquito calls.
- Our mosquito calls are still below the numbers from 2019 and 2020 when we had 696 mosquito service requests. 2019 was the year we introduced our storm drain misting program to control mosquitoes, and our mosquito service request numbers have dropped significantly each year since then.
- In 2023, our District's seasonal catch basin drivers treated 296,254 catch basins from Brisbane to East Palo Alto. This program is our first line of defense for controlling the West Nile mosquito *Culex pipiens*.



Figure 1- Vector control technicians applying a larvicide to control juvenile mosquitoes in a ditch.



Figure 2 - Vector control technicians inspecting Bair Island for mosquitoes.



Figure 3 - Catch basin drivers ready for the day.



Agenda Item 8.A. - Operations

Staff Program Reports

Staff Working around the County



Figure 4 - Vector control technician Justin eliminating a mosquito breeding habitat in an abandoned lot in the industrial area of South San Francisco.



Figure 5 – Source reduction at Jasper Ridge Biological Preserve. Tires can hold water and produce mosquitoes. The tires were cut by employees at the Preserve.



Figure 6 - Field Supervisor Ryan and Lab Director Angie at CuriOdyssey in San Mateo assisting with a squirrel problem.



Agenda Item 8.A. - Operations Staff Program Reports

November and December 2023 Service Requests

<u>Type of Request</u>	November 2023	5-year November average	December 2023	5-year December average
Rodents	44	44	71	42
Ticks	7	2	28	11
Mosquitoes	39	29	26	22
Yellowjackets/wasps	64	41	16	26
Insect identification	14	8	8	7
Dead birds	3	5	7	5
Wildlife	3	3	6	3
Mosquito fish	6	5	4	4
Other*	5	5	3	4
Total	185	141	169	124

Table 2 – Number of each type of service request in November and December 2023 compared to the five-year averages in November and December.

*The “other” category included arthropod-related requests like mites, bees, gnats, and ants.

Total service requests for November and December were above the five-year average for those months (185 requests in November 2023 compared to a five-year average of 141 and 169 requests in December compared to a five-year average of 124). In November, the higher-than-average numbers were because of mosquito and yellowjacket requests, which had a slower than usual seasonal decline. In contrast, there was a substantial increase in rodent and tick requests in December. Rodent requests may have increased due to an advertising campaign in the San Mateo Daily Journal and Nextdoor. Tick requests are higher than average because a project involving residential yard tick inspections is underway for only one year.

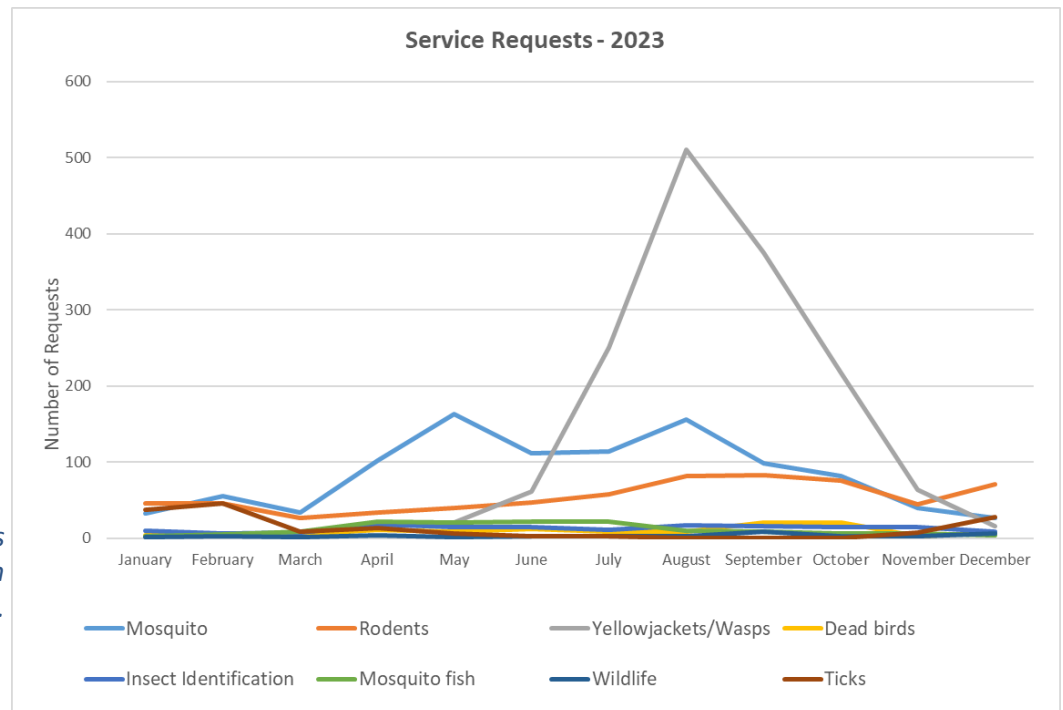


Figure 7 - Service requests by type through December 2023.



Agenda Item 8.B. – Laboratory Staff Program Reports

Lab Activities in December 2023

The Ants Go Marching One by One

Despite the expertise of District staff on all types of urban insect pests, we often still find ourselves battling seasonal indoor infestations of Argentine ants. These small, dark ants are ubiquitous in urban and suburban areas. We see them forming long trails in the landscaping, tending aphids in the rosebushes, and occasionally wandering around, uninvited, into our offices.

Local research has found that indoor invasions by Argentine ants are less related to what is inside your home and more connected to the weather and the season. Research by Dr. Deborah Gordon at Stanford University has shown that Argentine ants in the San Francisco Bay Area invade homes the most during cold, rainy winter. It's not clear why they invaded. Possibly, the colony is budding, and the new queen and her court are looking for warmer living conditions. Possibly, they are hungry and looking for food. While there aren't clear answers as to why ants invade in the winter, one thing is certain: we wish they wouldn't.



Lateral view of an Argentine ant.
Photo by: Eli Sarnat, PIA
Key: Invasive Ants of the Pacific Islands, USDA APHIS PPW, Bugwood.org

If ants are invading you this winter, there are steps you can take to repel the invasion:

1. Monitor your kitchen, bathrooms, and any food or pet product storage areas for ants.
 - a. Inspect under sinks, cupboards, pipes, and electrical wires. Look for large trails of ants – just one or two does not indicate an infestation.
2. Follow the trail of ants to figure out how they are getting in and where they are going.
3. Throw out any infested food items and wipe all surfaces with soap and water.
4. Block the access points.
 - a. Caulk cracks and crevices inside and outside that the ants use for access.
 - b. Check potted plants to ensure colonies haven't been established in the soil.
5. Remove attractants.
 - a. Put food items in containers or plastic bags before they become infested.
 - b. Wipe down shelves with soap and water.
 - c. Clean bathrooms to remove any residues of toothpaste, mouthwash, or bathing products such as sugar scrubs.
6. As a last resort, a good chemical control option is ant bait, often sold as "ant stakes" or small pre-filled plastic bait stations. Be sure to follow the directions on the label. More information on ant management can be found on the University of California's Integrated Pest Management website: <https://ipm.ucanr.edu/PMG/PESTNOTES/pn7411.html>



Agenda Item 8.B. – Laboratory Staff Program Reports

Tick Surveillance for Water Year 2023-2024

In December, laboratory staff began winter surveillance for adult *Ixodes pacificus* (Western black-legged ticks). 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 are tested for *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 December included Garrett Park, Sign Hill Park, Twin Pines Park, Hillside Park, and a large wildlife corridor in southern Hillsborough. Previously, some of these locations had not been surveyed for ticks by the District. Additionally, lab staff have continued their assessment of ticks in residential yards, shifting focus this year to Hillsborough. Surveys commenced in November, and 32 yards have been surveyed for ticks. Additional properties will be assessed throughout the winter tick season.

Tick Collections, 2023-2024 Winter Season (through December 2023)

Park/Neighborhood	Nearest City/Town	Number of <i>Ix. pacificus</i>
Garrett Park	Redwood City	3
Sign Hill Park	South San Francisco	0
Twin Pines Park	Belmont	0
Hillside Park	Daly City	0
Hillsborough South	Hillsborough	114
Hillsborough Yard Surveys	Hillsborough	31

WNV 2023 Season

San Mateo County

In San Mateo County, 348 dead birds were reported in 2023, with 82 deemed suitable for testing. Out of these, fifteen birds (18%) tested positive for the West Nile virus (WNV). Notably, all mosquito pools and sentinel chickens tested negative throughout 2023. Despite this, the county recorded one symptomatic human case, one asymptomatic blood donation detection, and one equine case of WNV this year.

The District collaborates closely with the San Mateo County Health Department to prevent the spread of mosquito-borne diseases. Upon notification of a suspected or confirmed mosquito-borne disease case by the Health Department, District staff conduct heightened surveillance in any location where elevated disease risk may be present. This includes mosquito source inspections and treatment by vector control technicians and mosquito trapping and disease testing by laboratory staff. Findings are communicated back to the Health Department. The District also notifies the Health Department of arbovirus detections, including WNV, in dead birds, chickens, or mosquitoes.



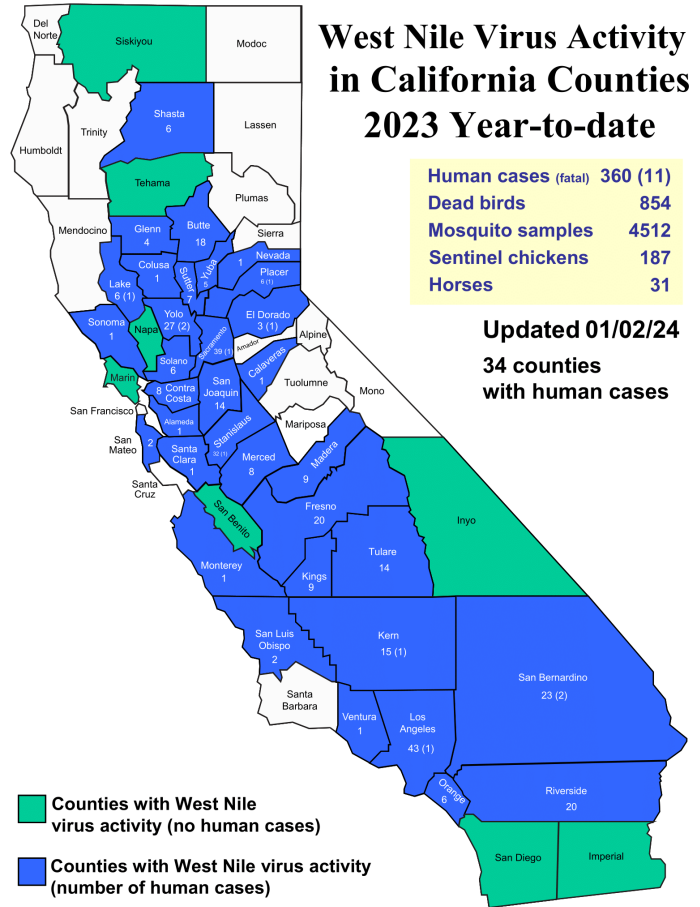
Agenda Item 8.B. – Laboratory Staff Program Reports

California

In data compiled as of January 2, 2024, WNV had been identified in 42 counties across California in 2023, with 34 reporting confirmed human cases. The state recorded a total of 360 human cases in 2023, with eleven resulting in fatalities.

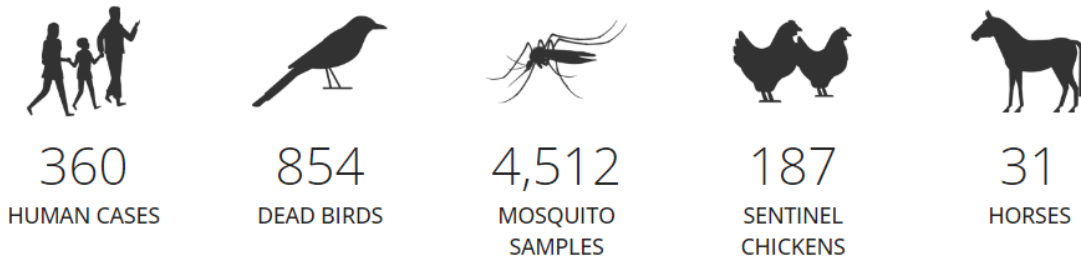
Across California, the dead bird hotline received 6,791 dead bird reports in 2023. 2,043 birds were tested for WNV, Western Equine Encephalitis virus, and St. Louis Encephalitis virus. Out of these tested birds, 854 were confirmed positive for WNV, indicating a positivity rate of 42%. Additionally, WNV was detected in 4,512 mosquito samples, 187 sentinel chickens, and 31 horses statewide.

Map and Infographic from <http://westnile.ca.gov>



2023 WEST NILE VIRUS ACTIVITY IN CALIFORNIA

LAST UPDATED: JAN 02, 2024 5:11PM PST



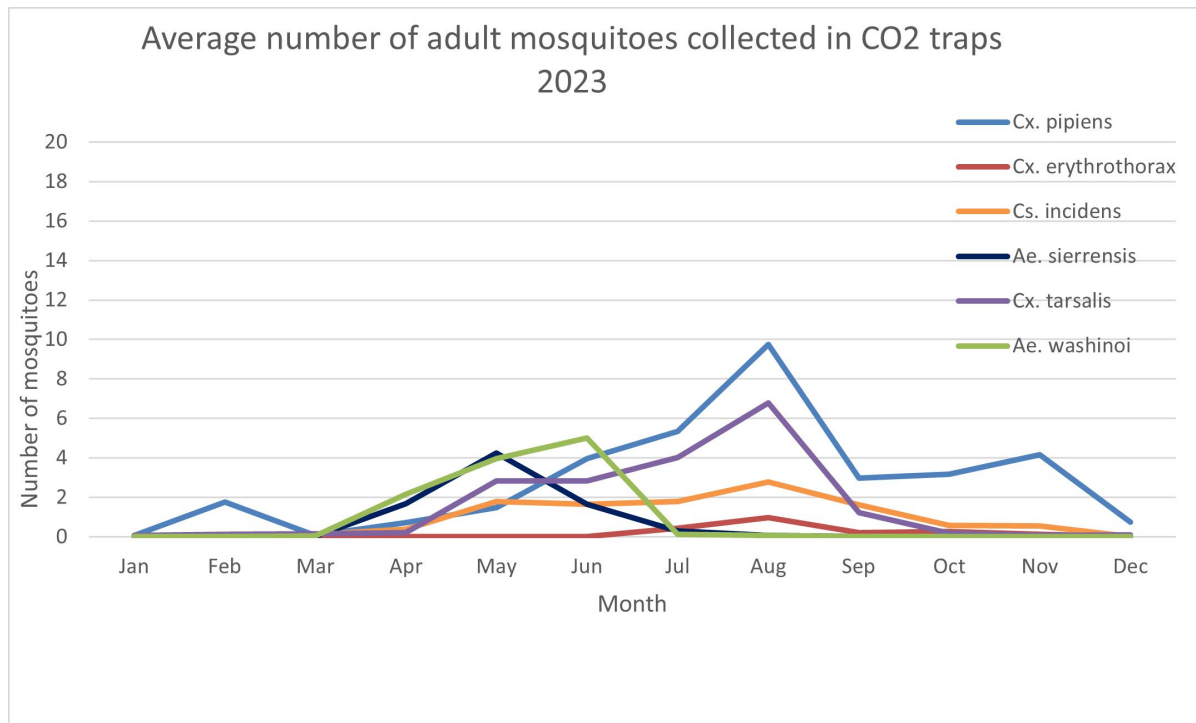


Agenda Item 8.B. – Laboratory Staff Program Reports

CO₂ Traps – Average adult mosquitoes collected per trap per night

In December 2023, various mosquito species had distinct fluctuations compared to their five-year December averages. *Culex pipiens*, a species known for its widespread distribution, exhibited a decreased average count of 0.744, notably lower than its five-year average of 1.557. Conversely, *Culex tarsalis* displayed a higher count of 0.103 compared to its five-year December average of 0.028. *Culex erythrothorax*, a mosquito that breeds among tule(cattails) in ponds and lakes, and *Culiseta incidence* were also found in lower numbers compared to the 5-year average. These fluctuations may suggest shifts in the ecological dynamics of these mosquito species, potentially influenced by environmental factors such as temperature, rainfall, or seasonality, impacting their breeding and population patterns. The following table and graphs show the average number of adult mosquitoes collected per CO₂ trap per night during December.

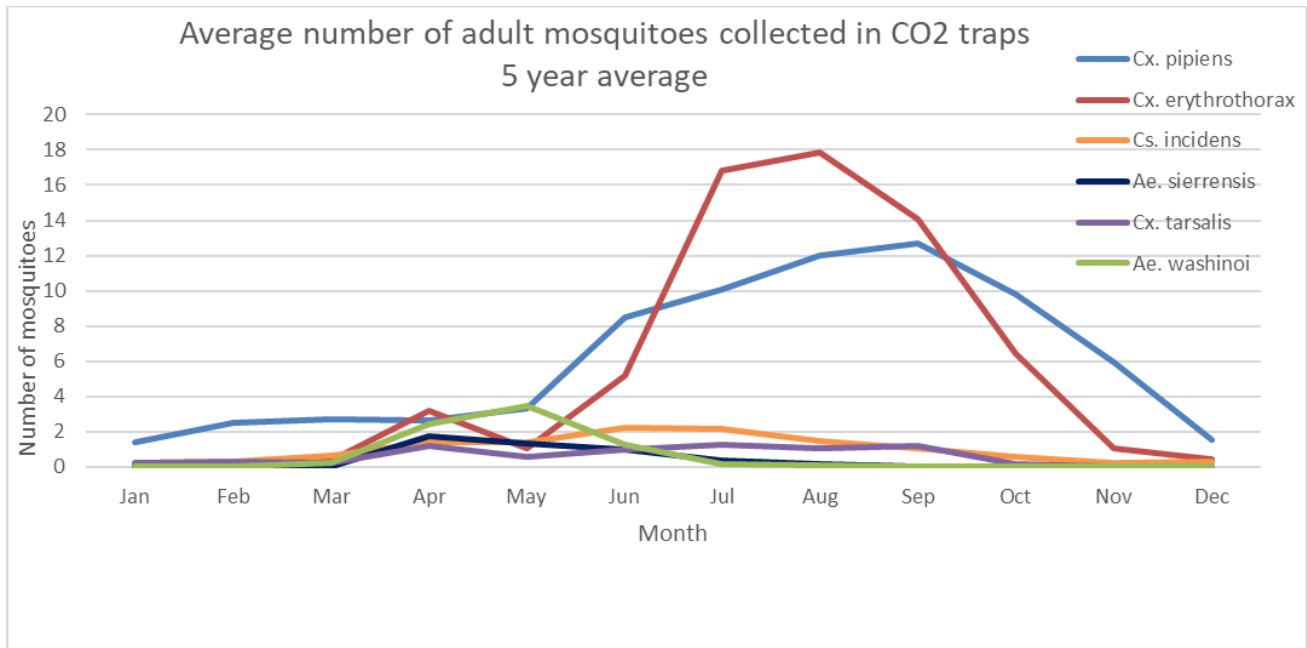
<u>Species</u>	<u>December 2023</u>	<u>5-year December average</u>
<i>Culex pipiens</i>	0.744	1.557
<i>Culex tarsalis</i>	0.103	0.028
<i>Culiseta incidens</i>	0.026	0.281
<i>Culex erythrothorax</i>	0.000	0.463
<i>Aedes sierrensis</i>	0.000	0
<i>Aedes washinoi</i>	0.000	0



Average number of adult mosquitoes collected in CO₂ traps per trap per night during 2023. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



Agenda Item 8.B. – Laboratory Staff Program Reports



Average number of adult mosquitoes collected in Carbon dioxide-baited traps per trap per night over the past 5 years. The graph shows the six most common species of mosquitoes trapped in San Mateo County.

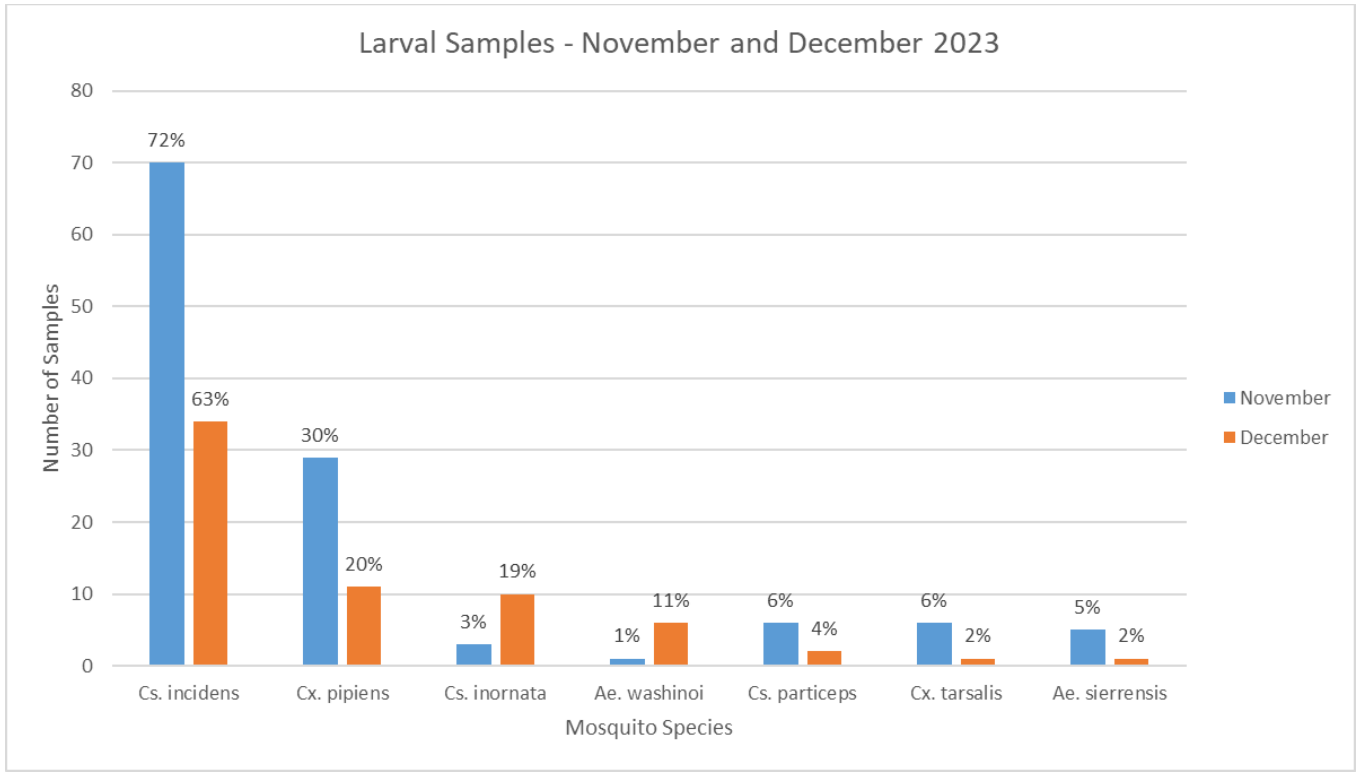
Larval Surveillance

During November and December, larval surveillance transitioned from focusing on backyard sources like fountains, fishponds, and containers to monitoring seasonal natural sources such as freshwater impounds and marshes. District staff collected 97 larval samples in November and 54 larval samples in December. Technicians use a dipper to take a water sample 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 *Culiseta incidens*, present in 72% of November samples and 63% of December samples. This mosquito is found year-round in San Mateo County in a variety of sources, especially in backyard fountains and fishponds. It is not known to transmit disease.

Other winter marsh mosquito species are becoming more common towards the end of the year. These species include *Culiseta inornata* and *Aedes washinoi*. These mosquitoes are found in fresh and brackish water sources that become larger and more numerous after rainfall. Although these species do not currently vector any diseases in this region, they will eagerly bite mammals, including humans.



Agenda Item 8.B. – Laboratory Staff Program Reports



Number and percentage of larval samples containing each mosquito species from water samples collected in November and December 2023. Larval samples commonly contain multiple species.



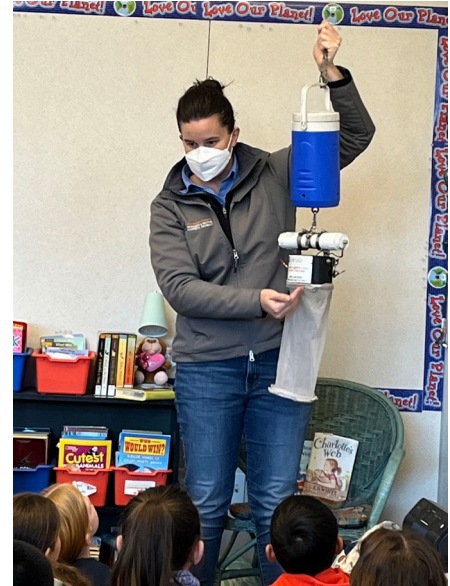
Agenda Item 8.C. Staff Program Reports

Public Health Education & Outreach, Nov-Dec 2023

Outreach, Website Analytics, & Post-Service Request Feedback

Outreach

- Rachel presented at several schools, including Sunnybrae Elementary and San Mateo Park Elementary in San Mateo, Lincoln Elementary in Burlingame, and Oceana High School in Pacifica.
- Rachel presented a 'Tick Talk' at Edgewood Park for 'Friends of Edgewood' docents. This included information about tick biology and ecology, lizards and Lyme disease, and tick identification.
- A tick display was given to Bunker Hill Preschool as a visual learning tool for attendees and parents/guardians. Staff have collected ticks a number of times at this school, and educating the children and their guardians is essential to reducing the risk of tick bites.
- In December, the District ran an ad about rodent inspections in the San Mateo Daily Journal. Several residents called in to request District services after seeing the ad.



Rachel presenting to a classroom of fifth graders

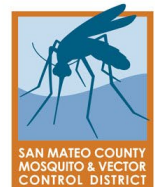
Rodent issues? Don't be embarrassed.

Any home can become infested with rats or mice if they find a way to get inside.

San Mateo County Mosquito and Vector Control District offers **no-charge** rodent inspections.

Our certified technicians can conduct a comprehensive exterior inspection and generate a detailed report on how to keep rats and mice from entering your house.

Schedule an appointment today at www.smcmvcd.org/request-service or by calling **650-344-8592**.



Please note that we do not conduct rodent trapping, baiting, or exclusion work on residential properties.

650-344-8592 • www.smcmvcd.org



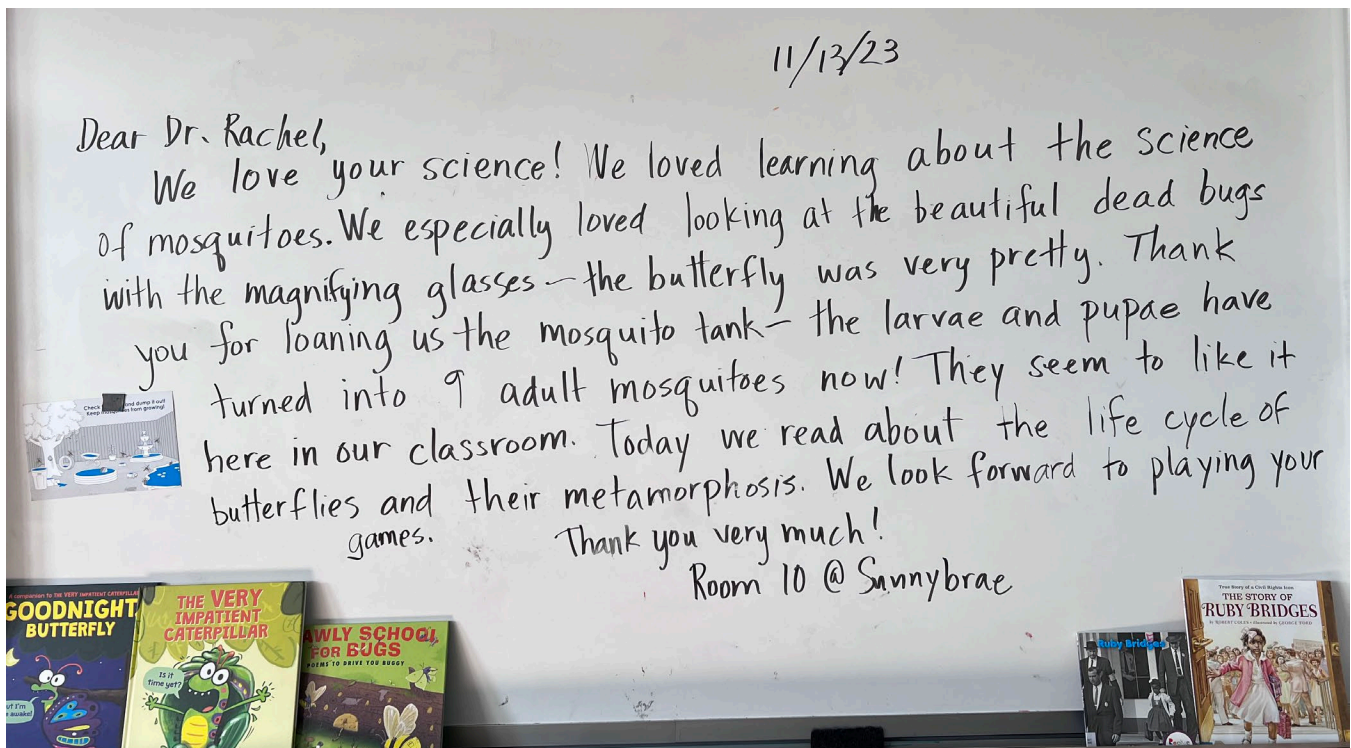
Agenda Item 8.C. Staff Program Reports

Website Analytics

- In November and December 2023, there were approximately 4,167 and 3,545 visits to the website, which was lower than in October but greater than the number of visits for those months in 2022 (2,293 for November 2022 and 2,275 for December 2022).
- Top pages for November and December 2023 included the District homepage and pages on mosquito-like insects, service request page, rodent identification, biting mites, yellowjacket identification, rabies, mystery bites, yellow jacket nest treatment, and rodents.

Post-Service Request Feedback

- "Excellent employee and service!!! Wow, am I grateful for you all and the services you provide."
- "Super easy to work with, proactive and knowledgeable."
- "Thank you so much, we appreciate your hard work and knowledge!"
- "I was very pleased with the work! On October 5th [the technician] completely inspected around the foundation for possible intrusion points for rodents. He found several that many others were not able to find. I sealed those points off, trapped the mice that were still inside the lower crawl space, and have been mouse-free for 3 weeks. Very pleased! This is a valuable service to County residents."
- "The person who came to my house was unbelievably professional, knowledgeable, and efficient. I called one day and she was there the next I've never been so impressed by a county or state service! It really made a difference for me and my family. My most sincere and kind thanks."
- "Tremendous gratitude for this service. Your employees are impressively knowledgeable, professional, and kind! Thank you."



A note from a second grade classroom after a visit by Rachel.



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

Information Technology January 2024

Mapvision Gen 3

Summary

- New software on the horizon

MapVision's next generation software is in the last stages of development.

The District has utilized Leading Edge's geospatial data management system for almost a decade. Now, we are nearing the final stages of testing and development for the next generation product, known as Gen 3. This revision includes new language frameworks designed to improve the product's lifespan. While Gen 3 is not set to go live yet, we are excited at the prospect of utilizing this new version of MapVision. The staff at every level has been integral in finding issues and ironing out all the details that we want present in the application. The dedication from all the departments that utilize MapVision has been outstanding, and the District is excited to help make this the best possible product. The District staff has been very active in the development process to verify that our operational needs are being met.

As the Board is aware, MapVision has been a game changer for how our operation keeps track of data. We hope that the improvements made to the platform will continue to enrich the lives of our staff and make our District even more efficient in accomplishing our mission.

Agenda Item 9

MANAGER'S REPORT

Upcoming Meetings

CSDA's Special District Leadership Academy, which is required for all new Board members and those who have never attended, will hold their first of three 2024 Leadership conferences in San Luis Obispo, February 4-7, at the Embassy Suites Hilton. They will be followed by one in San Diego April 14-17 and one in San Rafael November 3-6.

Additionally, two-day virtual workshops satisfying the Special District Leadership Foundation requirements will begin in late February, with each of four learning modules being spread over the entire year. All four modules must be attended to receive a certificate. Due to the variety of date commitments, this option is not recommended for first-time attendees. Still, it is a perfect way for more experienced members to re-educate themselves on only one or two modules without the commitment of an entire conference.

This information is attached as **Agenda Item 9.1 Managers Report SDLA Brochure**.

Trustee Field Day and Holiday Party

Per District Policy 5010, the December Board meeting is designated Trustee Field Day, and this year, Trustee Field Day occurred on December 13, 2023, at 2:30 PM.

Field Day activities were followed by a holiday party at the nearby Il Fornaio restaurant. Staff are seeking feedback from Board members regarding the festivities.

Inter-agency Communication

In January, District staff will meet with Dave Halsing, Executive Project Manager of the California State Coastal Conservancy, to discuss the South Bay Salt Pond Restoration Project (SBSP). Generally, staff receive these updates on local projects to ensure they will not create mosquito breeding habitats.

The South Bay Salt Ponds Restoration Project (SBSPR) 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. SBSP created the Stakeholder Forum with parties interested in the project's success. District Manager Brian Weber, who serves as mosquito control advisor on the Stakeholder Forum, is happy to report that on December 13, district staff attended the SBSPR Ravenswood Breach celebration.

With the breach, the largest tidal wetland restoration project on the West Coast has opened over 3,300 acres across the South Bay, allowing tidal marshes to regrow, creating wildlife and endangered species habitat in place of Cargill Inc. industrial salt ponds. In addition to increasing wildlife habitat, the restored tidal marsh helps absorb water from storms and buffer against sea level rise. The attached link [Media Collection | South Bay Salt Ponds \(southbayrestoration.org\)](https://southbayrestoration.org) can be used to view various videos showing the levee breaching and demonstrate how substantial and immediate this project has on water resources.

Written content about this project is included as **Agenda Item 9.2**, titled “South Bay Levee Breach Creates 300 Acres of Wetlands”.

CalClass Update

Below, you will find a CalCLASS statement that includes the average yield, income earned, and the deposit activity approved by the Board. In summary, the District’s account has made over \$40,000 since its first deposit in May 2023.

Custom Account Statement CACLASS

Entity Name	Investor ID	Report Period	Start Date	End Date	Average Yield for the Period
San Mateo County Mosquito and Vector Control District	CA-01-0053		5/1/2023	1/4/2024	5.4016%

Account Number	Account Name	Beginning Balance	Contributions	Withdrawals	Income Received During Period	Ending Balance	Income Earned for Period
CA-01-0053-0001	General Fund	0.00	2,700,000.00	0.00	39,100.67	2,739,100.67	40,764.15
	Total	0.00	2,700,000.00	0.00	39,100.67	2,739,100.67	40,764.15

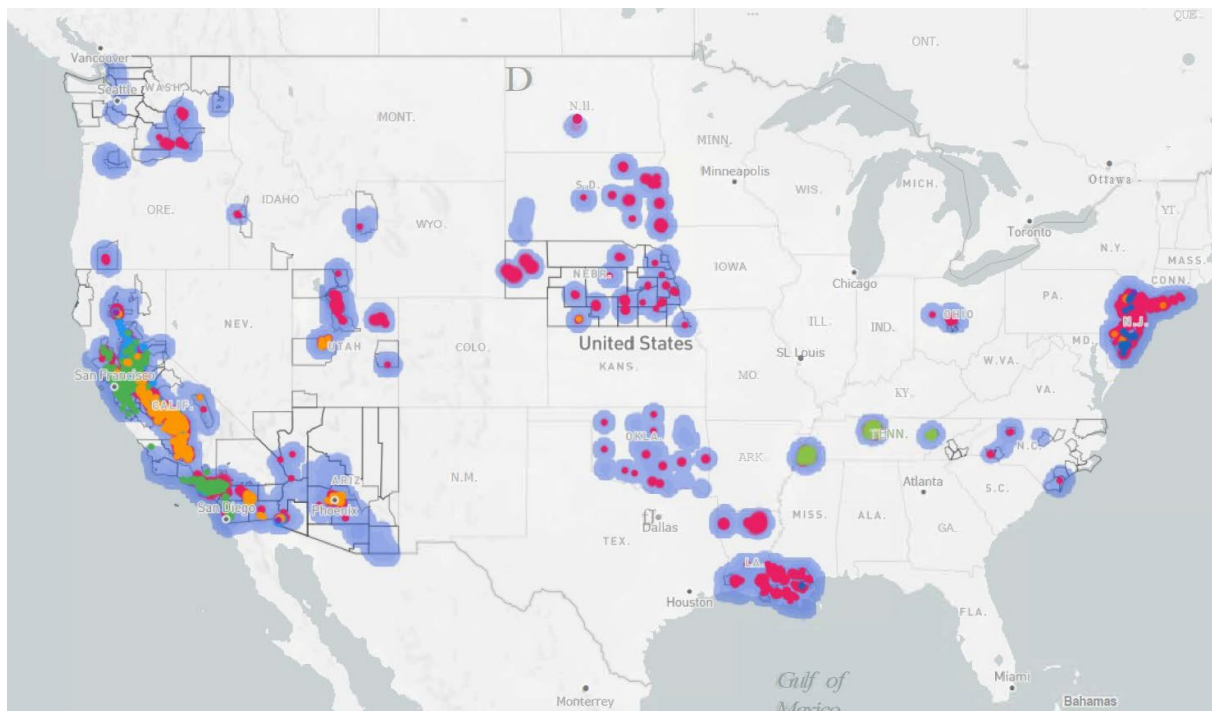
Transactional Activity

CA-01-0053-0001 General Fund		Contributions	Withdrawals	Balance	Confirmation Number
Date	Transaction Description				
05/01/2023	Beginning Balance			0.00	
05/01/2023	Contribution	200,000.00	0.00		790
09/22/2023	Contribution	922,500.00	0.00		1812
10/20/2023	Contribution	1,577,500.00	0.00		2096
01/04/2024	Income Dividend	39,100.67	0.00		
01/04/2024	Reinvestment				
01/04/2024	Ending Balance			2,739,100.67	

In the News

In December, National Public Radio (NPR) published an article titled, “The U.S. is unprepared for the growing threat of mosquito- and tick-borne viruses. The article highlights a critical issue for many vector control agencies outside of California: the nation's compromised infrastructure to monitor diseases like the West Nile virus primarily due to a shortage of entomologists working at the Centers for Disease Control who would typically help manage that data. Furthermore, it underscores how globalization and climate change have significantly accelerated the spread of invasive mosquitoes and, subsequently, the diseases they transmit. The following link will take you to a brief NPR article titled found here: [link to NPR vector article](#).

However, it's important to note that while NPR suggests the nation lacks preparedness to combat vector-related issues, this isn't the case in California. In collaboration with other public health partners, California's mosquito and vector control agencies identified this infrastructure weakness over two decades ago. The Davis Arbovirus Research and Training (DART) proactively addressed this concern by establishing itself as the central repository for mosquito control data since 2004. The effectiveness of this initiative is displayed in the heatmap below, which shows the significant data contributions made in California. Unlike some parts of the nation where infrastructure weaknesses are still being identified in 2024, our public health partners in California possess a comprehensive twenty-year health dataset, demonstrating a commitment to proactively combating vector-borne diseases.



ACHIEVING DISTRICT GOALS... TOGETHER.

Three Opportunities for Training Throughout The State!



- February 4 – 7, 2024 - San Luis Obispo
- April 14 – 17, 2024 – San Diego
- November 3 – 6, 2024 – San Rafael

All New Sessions for Returning Attendees (San Diego and San Rafael)



CSDA's 2024
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees



**California Special
Districts Association**
Districts Stronger Together

BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.



Complete all Four Modules of the **Special District Leadership Academy** as Virtual Workshops

Module 1: Governance Foundations

February 21 – 22, 2024

9:00 a.m. – 12:00 p.m. each day

Module 2: Setting Direction / Community Outreach

April 3 – 4, 2024

9:00 a.m. – 12:00 p.m. each day

Module 3: Board's Role in Finance and Fiscal Accountability

September 25 – 26, 2024

9:00 a.m. – 12:00 p.m. each day

Module 4: Board's Role in Human Resources

December 4 – 5, 2024

9:00 a.m. – 12:00 p.m. each day



FOR DIRECTORS AND TRUSTEES

CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE

Designed to acknowledge special district board members and trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

ATTEND

CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

Attendees will learn:

- Working as a team: The roles of the board and staff in your district
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating styles influence the district
- Specific jobs that the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from "I" to "we" as the governance team
- The board's role in setting direction for the district
- The board's role in finance and fiscal accountability
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



SHOWCASE YOUR DISTRICT'S
COMMITMENT TO EXCELLENCE

DISTRICT OF DISTINCTION ACCREDITATION

Designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



FIRST-TIME ATTENDEE

SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m. REGISTRATION AND NETWORKING RECEPTION

Take a moment to connect with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 – 10:00 a.m. BUILDING A FOUNDATION FOR GOOD GOVERNANCE

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall wellbeing of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building

10:00 – 10:30 a.m. BREAK (All Attendees)

10:30 a.m. – 12:30 p.m. BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m. LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m. DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

** This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

3:00 – 3:30 p.m. BREAK (All Attendees)

3:30 – 4:30 p.m. DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

5:30 – 7:00 p.m. SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for a lively evening of networking and refreshments.

TUESDAY

8:30 – 10:00 a.m. FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction-setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

10:00 – 10:30 a.m. BREAK (All Attendees)

10:30 – 12:00 p.m. FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (continued)

12:00 – 1:00 p.m. LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m. GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

2:45 – 3:00 p.m. BREAK (All Attendees)



3:00 – 4:00 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

(continued)

OPEN EVENING

WEDNESDAY

8:30 – 10:00 a.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

** This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts.

Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

10:00 – 10:15 a.m.

BREAK *(All Attendees)*

10:15 a.m. – 12:00 p.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES? *(continued)*

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.

RETURNING ATTENDEE

SCHEDULE OF EVENTS

SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:

- **Promoting Civility in a Time of Heightened Partisanship and Polarization**
- **Rules of Engagement**
- **Community Outreach**
- **Financial Reporting**
- **Board / Manager Relationship Best Practices**
- **Leading Challenging Board Meetings**

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed. Returning Attendee Track available only in San Diego and San Rafael.



SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 a.m. – 12:30 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (ALL ATTENDEES)

12:30 – 1:30 p.m.
LUNCH PROVIDED (ALL ATTENDEES)

1:45 – 4:30 p.m.
BREAKOUT SESSIONS

3:00 – 3:30 p.m.
BREAK (ALL ATTENDEES)

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)



Join us for an entertaining evening of networking and refreshments.

TUESDAY

8:30 a.m. – 12:00 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (ALL ATTENDEES)

12:00 – 1:00 p.m.
LUNCH PROVIDED (ALL ATTENDEES)

1:15 – 4:00 p.m.
BREAKOUT SESSIONS

2:45 – 3:00 p.m.
BREAK (ALL ATTENDEES)

4:00 p.m.
CONFERENCE ENDS FOR RETURNING ATTENDEES



February 4 – 7, 2024

**Embassy Suites
by Hilton San Luis Obispo**

333 Madonna Rd, San Luis Obispo, CA 93405

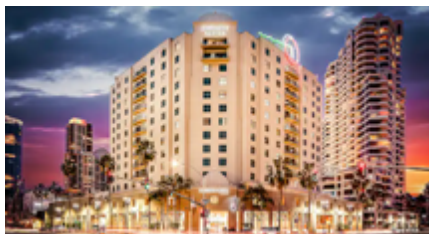
HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$149 plus tax and fees per day. The room reservation cut-off is January 11, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Thursday, January 11, 2024.

Cancellations must be in writing and received by CSDA no later than January 11, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 11, 2024. Substitutions are acceptable and must be done in writing no later than January 26, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



April 14 – 17, 2024

**Embassy Suites
by Hilton San Diego Bay Downtown**

601 Pacific Hwy, San Diego, CA 92101

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block are available at the rate of \$194* or prevailing federal per diem at time of check in plus tax. The room reservation cut-off is March 19, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. *current federal per diem as of 9/14/23 but subject to change

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$40/night overnight parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Tuesday, March 19, 2024.

Cancellations must be in writing and received by CSDA no later than March 19, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 19, 2024. Substitutions are acceptable and must be done in writing no later than April 5, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



November 3 – 6, 2024

**Embassy Suites
by Hilton San Rafael - Marin County**

101 McInnis Parkway, San Rafael, CA 94903

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$166 plus tax and fees per day. The room reservation cut-off is October 13, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$7/night overnight parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Sunday, October 13, 2024.

Cancellations must be in writing and received by CSDA no later than October 13, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after October 13, 2024. Substitutions are acceptable and must be done in writing no later than October 25, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

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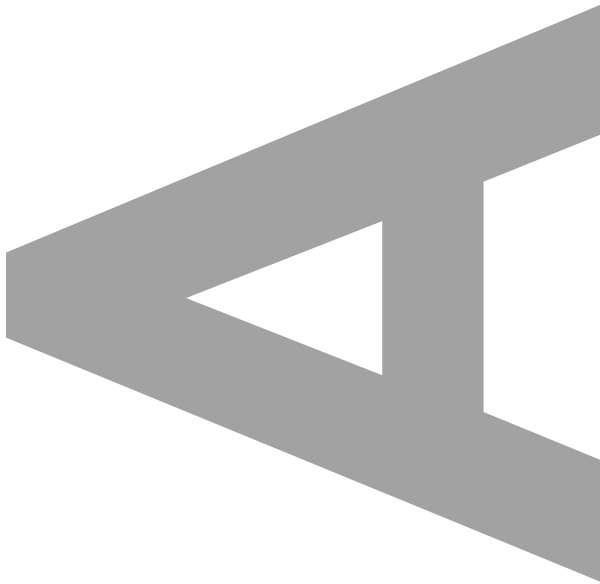
South Bay Levee Breach Creates 300 Acres of Wetlands

December 15, 2023



The San Francisco Bay Restoration Authority — co-staffed by the [San Francisco Estuary Partnership](#) and the State Coastal Conservancy — and other partners opened a 300-acre former industrial salt pond to San Francisco Bay this week as part of ambition plan to restore wetlands.

The Wednesday levee breach is part of a 50-year effort to restore 15,000 acres of historic wetlands to tidal marsh and other habitats.



The project is funded, in part, by the funds generated by Measure AA and authorized by the San Francisco Bay Restoration Authority. [↗](#) Hosted by the **Association of Bay Area Governments**, the San Francisco Estuary Partnership is a collaboration of local, state and federal agencies; non-governmental organizations; and academic and business leaders working to protect and restore the San Francisco Bay-Delta Estuary.

"The restoration of the South Bay Salt Ponds is the most ambitious wetland restoration project on the West Coast," said Restoration Authority Executive Officer Amy Hutzel. "It is thanks to the many people who have supported this project over two decades that we are able to breach the Ravenswood R4 pond, opening hundreds of acres to the tides and currents of San Francisco Bay."

Tidal marsh once ringed the South Bay and cushioned the shore from storms and tides. But over the course of the 20th century, approximately 85% of San Francisco Bay wetlands — more than 150,000 acres — were lost to development. Restored tidal marshes help to absorb floodwaters and buffer against sea level rise, support wildlife and improve water quality by filtering pollutants.

"The benefits of (the) breach will be felt by the wildlife that make their homes in tidal salt marshes, the adjacent communities that are now better protected from coastal flooding, and all of us who will get to watch this habitat come to life over the coming months and years," Hutzel said.

With the breach, the South Bay Salt Ponds Restoration Project, the largest tidal wetland restoration project on the West Coast, has opened over 3,300 acres across the South Bay to allow nature to regrow tidal marshes, transforming former industrial salt ponds into a thriving mosaic of wetlands and creating habitat for endangered species and other wildlife.

Restoration is working: since the project began, endangered salt marsh harvest mice and Ridgway's rails have returned to early restoration sites to live and reproduce. Through the Restoration Project, partners have also enhanced 700 pond acres, built nearly seven miles of recreational trails, a kayak launch and several viewing and interpretive areas, and

opened the shore to public access. A new public trail is expected to open at Ravenswood in 2024.

The South Bay Salt Ponds were acquired in 2003 from Cargill Inc. in a deal brokered by the late Senator Dianne Feinstein, a long-time champion of the restoration effort. The 15,100-acre property transfer represents the largest single acquisition in a larger campaign led by multiple partners to restore 40,000 acres of lost tidal wetlands to San Francisco Bay.

The \$13 million restoration effort at Ravenswood included accommodating a key component of the Bayfront Canal and Atherton Channel Flood Protection project, ensuring that the work is beneficial to wildlife and the surrounding communities.

Funding was provided by the California Department of Fish and Wildlife, the California State Coastal Conservancy, the San Francisco Bay Restoration Authority, the National Oceanic and Atmospheric Administration, the U.S. Environmental Protection Agency, the California Department of Transportation (Caltrans), the U.S. Fish and Wildlife Service and Meta. Services were donated by California Wildlife Foundation, Ducks Unlimited, Save the Bay, San Francisco Bay Bird Observatory and the City of Menlo Park.

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