



**REGULAR MEETING  
OF THE BOARD OF TRUSTEES**

**July 12, 2023, 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 2<sup>nd</sup> 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](mailto: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](mailto:bweber@smcmvcd.org). Advanced notification will enable the District to resolve such requests to ensure accessibility swiftly.

**PUBLIC RECORDS:**

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

1. **Meeting Minutes**

1. Minutes from June 14, 2023

2. **Approval of Purchases**

1. Approval of pesticide expenditures totaling \$96,723.79 from three vendors.

**ACTION:** Motion to approve the Consent Calendar

**REGULAR AGENDA**

6. **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 – July 3, 2023

**Report by:** Mason Brutschy, Committee Chair

**B. Review the Financial Report for FY 2022-23 as of May 31, 2023**

**Report by:** Finance Director, Richard Arrow, CPA

**ACTION:** Motion to approve Financial Report FY 2022-23 as of May 31, 2023

**C. Policy Committee Report**

1. Policy Committee Report – July 3, 2023

**Report by:** Robert Riechel, Committee Chair

**D. Review new District Policy 6075 Statement of Investment Policy for Liquid Assets**

**Report by:** Brian Weber, District Manager

**ACTION:** Motion to approve District Policy 6075 Statement of Investment Policy for Liquid Assets

**E. Review new District Policy 6140 Credit Card use**

**Report by:** Brian Weber, District Manager

**ACTION:** Motion to approve District Policy 6140 Credit Card Use

**F. Real Estate Committee Report**

**Report by:** Paul Norton, Committee Chair

**ACTION:** No action necessary, information only

**7. 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 an update on the District Public Outreach Program

D. Information & Technology Director Matthew Nienhuis will update the District technology matters.

**8. MANAGER’S REPORT**

Manager Weber will provide an update on relevant District information.

**9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**10. ADJOURNMENT**



**REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 14, 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 June 14, 2023. Location: **1351 Rollins Road Burlingame, CA 94010**

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Carolyn Parker	City of Brisbane
Rena Gilligan	City of Burlingame
Laura Walsh	City of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Kati Martin	City of Half Moon Bay
Dr. D. Scott Smith	Town of Hillsborough
Catherine Carlton	City of Menlo Park
Peter DeJarnatt	City of Pacifica
Raymond Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	City of South San Francisco

**TRUSTEES ABSENT:**

Desiree LaBeaud, County-at-Large  
Paul Norton, City of Foster City  
Muhammad Baluom, City of Millbrae  
Paul Fregulia, Town of Woodside

**OTHERS PRESENT:**

District Manager, Brian Weber  
Interim Finance Director, Richard Arrow  
General Counsel, Christie Crowl (Alexandra Barnhill Absent)  
Laboratory Director, Angie Nakano  
Operation Director, Casey Stevenson  
IT Director, Matthew Nienhuis  
John Bliss, SCI Consulting Group  
Christina Foley, SCI Consulting Group



**1. CALL TO ORDER**

The meeting was called to order at 6:01 P.M.

**2. PLEDGE OF ALLEGIANCE**

Trustee Ray Williams led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 17 Trustees were present, including 15 Trustees in the boardroom and Trustee Parker and Trustee Walsh on Zoom videoconference, constituting a quorum. Trustee Parker noted she was participating remotely pursuant to an ADA accommodation. Trustee Walsh relied on the just cause basis under AB 2449, noting the personal medical needs. 4 Trustees were excused (Trustees LaBeaud, Norton, Baluom, and Fregulia).

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

**Public Comments: None**  
**Board Comments: None**

**5. CONSENT CALENDAR**

A. Approval of April 12, 2023, and May 10, 2023 Board Meeting Minutes

B. Approval of Agreement for the District to provide the City of San Carlos with Rodent Control Services for \$9,988.80 annually for five years.

Approval of Agreement with the California Invasive Plant Council for Control of Invasive Spartina.

**Public Comments: None**  
**Board Comments:**

**ACTION: Motion by Trustee Ron Collins, second by Trustee Chuck Cotten, to approve the consent calendar. Passed 17 yeas, 0 noes, 4 abstentions (Trustee LaBeaud, Norton, Baluom, and Fregulia).**



**6. SPECIAL PRESENTATIONS**

John Bliss, Project Analyst, SCI Consulting Group, provided a written Final Assessment Diagram and Engineers Report in the Board Packet. He explained that the assessment is subject to an annual adjustment tied to the Consumer Price Index for the San Francisco Bay Area as of December of each succeeding year (the CPI) with a maximum year adjustment of up to 3%. This is the final step in a two-step process that gives the public notice of input. Approval of the Engineer’s Report calculating the Assessment is recommended and considering the Adoption of Resolution M-023-23.

**7. PUBLIC HEARING** – Regarding continuing the District’s Special Parcel Tax within the original boundaries.

**Public Comment:** None

**Board Comment:** Are ADU included in the Assessment? Mr. Bliss responded, No.

**ACTION:** Motion to close Public Hearing by Trustee Catherine Carlton, second by Trustee Glenn Sylvester. Passed by 17 yeas, 0 noes.

**8. RESOLUTION M-024-23 – SPECIAL TAX**

**ACTION:** Motion by Trustee Scott Smith, second by Trustee Catherine Carlton, to approve M-024-23, the amount of the Special Mosquito Control Tax without changes for Mosquito Control Services within the originally designated cities and unincorporated areas for the Fiscal Year 2023-24 and authorizing the continued collection of the tax. Passed by 17 yeas, 0 noes.

**9. BOARD COMMITTEE REPORTS.**

**A. Finance Committee**





Finance Committee Chair Mason Brutschy's Committee met on June 5, 2023. The Committee reviewed the FY 2022-23 Financial Report as of April 30, 2023. Finance Director Arrow presented the final 2022-23 budget with the updated FY 2022-23 operations status. Chair Mason recommends a joint Finance and Policy Committees meeting on Monday, July 3, 2023, at 5:30 pm. A written report was provided in the Board Packet.

## **B. Financial Report**

Finance Director Richard Arrow reviewed the April 30, 2023, Financial Report, indicating this is a standard report and the budget is in good shape. Finance Director Arrow highlighted the total revenues received from July 1 through April 30, 2023 (YTD) were \$6 Million, total expenditures YTD were 4.8 Million, and the changes in the fund balance were \$1.2 Million. The District had \$9.3 Million in cash available in the County Treasury. Accounts receivable outstanding for more than 90 days are \$0.

**Public Comment: None**

**Board Comment:**

**ACTION: Motion by Trustee Robert Riechel, second by Trustee Chuck Cotton to approve Financial Report 2022-23 as of April 30, 2023. Passed by 17 yeas, 0 noes.**

## **C. Presentation of FY 2023-24 Finance Director Richard Arrow gave Final Budget and Estimates for FY 2022-23. He provided a written report in the Board Packet.**

He highlighted anticipated program revenue to increase by 6% from the prior year, the Ad Valorem Property Taxes are expected to increase by 6% from FY 2022-23, and the Real Estate Property Acquisition Revenue was not used. He suggests that the excess revenues be placed in the Real Estates Acquisition Reserve.

**Public Comment: None**

**Board Comment:** There were inquiries on the Capitol Projects budget regarding the Carolan Property and the expenditure on Board Travel Expenses. Mr. Arrow addressed these concerns.

## **D. Approval of Resolution M-025-23 authorizing the District Manager to take all actions necessary to complete the agreement with the Umpqua Bank Commercial Card Program**

District Manager Brian Weber provided a written report in the Board Packet. He emphasized more efficiency and will reduce the administrative burden of managing a credit card program. The staff decided to evaluate its existing purchasing card features against Umpqua Bank, which California Special District Association (CSDA). Some benefits to the District are a 1% rebate, enhanced internal controls, and administrative efficiency using the Umpqua online portal. The District's staff will follow the same internal controls and managerial processing procedures as the existing credit cards.



**Public Comment: None**

**Board Comment:** Trustee Sylvester shared his research on several financial institution's credit card services. He suggested delaying the decision and doing a study of other financial institutions. There was much discussion on this issue.

**ACTION: Motion by Trustee Mason Brutschy, second by Trustee Peter DeJarnatt to approve Resolution M-025-23. Passed by 11 yeas, 6 noes.**

**10. Consideration to appoint Kat Lion as the Board appointed alternate to vote on the Independent Special District Selections Committee for the Local Agency Formation Commission. President Kati Martin provided rationale for this appointment. She did not want there to be a perception of a Conflict of Interest in the voting process.**

**Public Comment: None**

**Board Comment:**

**ACTION: Motion made by Trustee Donna Rutherford, second by Trustee Laura Walsh, to approve the appointment of Vice President Kat Lion to the Independent Special District Selection Committee for the Local Agency Formation Commission. Passed by 17 yeas, 0 noes.**

**11. STAFF REPORTS**

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet. He thanked Devina Walker and Mary Leong for responding to the Midge calls from the public. Operations Director Casey Stevenson described Midges as a mosquito-looking insects, but they do not bite.
  
- B.** Laboratory Director Angie Nakano provided a written report in the Board Packet. She highlighted that the staff is collecting tree-hole mosquitoes. The staff collected 42 mice. These mice are tested for bacteria that cause Lyme Disease. The data from this survey will be included in a collaborative project with Dr. Andrea Swel and her students at San Francisco State University.
  
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She highlighted the Proclamations received from Trustee's Cities. She has a seasonal intern to assist with special projects and is looking forward to the Open House on August 12, 2023.



- D. Information and Technology Director Matthew Nienhuis provided a written report in the Board Packet. He highlighted his visit to the RSA Conference. RSA is a Cybersecurity exposition where all the industry-leading companies and solutions come to network and present their products and services. IT Director Matthew Nienhuis said it was a great experience.

**12. MANAGER’S REPORT**

District Manager Brian Weber provided a written report in the Board Packet. He highlighted the Programmatic Environmental Impact Report (PEIR). The PEIR addendum is a collaborative effort with other districts to evaluate new mosquito control applications and active ingredients in control products. The CSDA Conference is August 28-31, 2023. District Manager Weber encourages new board members to attend. He also met with the Peninsula Clean Energy contractor to begin discussing and evaluating District headquarters to determine its ability to charge an entire electric vehicle fleet.

**13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**Next Meeting is July 12, 2023, at 6:00 p.m., the 2<sup>nd</sup> Wednesday of the Month.**

**14. ADJOURNMENT: 7:54 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, 2023.

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

**Approved:**

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Board President

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**Agenda Item 5.2**

**REGULAR AGENDA**

**SUBJECT: Approve the purchase of mosquito control pesticides from Adapco, Clarke and Target Specialty Products in the amount of \$96,723.79**

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**BACKGROUND AND STATUS**

The Operations Director proposes to purchase mosquito control pesticides totaling **\$96,723.79**. These pesticides are essential for effectively managing the mosquito population in San Mateo County. The budgeted purchases will ensure that the District is adequately stocked with pesticides for a period of six months. The pesticides will be procured from three different pesticide distribution companies: **Adapco, Clarke, and Target Specialty Products**.

Adapco serves as the sole source distributor for two specific pesticides, namely **Metalarv S/PT and Vectomax FG**. The District intends to purchase these products from **Adapco, amounting to a total cost of \$34,369.63**.

Clarke, another pesticide distribution company, is the sole source distributor for Natular products. The District plans to procure **Natular G30 and Natular XRT from Clarke, with a total cost of \$44,409.92**.

Additionally, the District will order Altosid 2.1 from Target Specialty Products. It is worth noting that Central Life Sciences, the parent company of Target Specialty Products, has an agency agreement with all pesticide distributors, ensuring a consistent price for the Altosid pesticide. The total cost of the **Altosid order from Target Specialty Products is \$17,944.24**.

The proposed procurement of these pesticides aligns with our ongoing efforts to protect public health and mitigate the risks associated with mosquito-borne diseases.

The Finance Committee unanimously approved the purchase of pesticides from Adapco, Clarke and Target Specialty Products

**RECOMMENDATION**

Approve the pesticide purchase from Adapco, Clarke and Target Specialty Products in the amount of \$96,723.79

**REFERENCE MATERIALS ATTACHED**

1. Adapco Purchase Order
2. Adapco Pesticide Quote
3. Adapco Sole Source Letter for Metalarv S/PT and Vectomax FG
4. Clarke Purchase Order
5. Clarke Pesticide Quote
6. Clarke Sole Source letter for Natular Products
7. Target Specialty Products Purchase Order
8. Target Specialty Products Quote
9. 2023 Altosid Agency Agreement Price List



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

Protecting public health since 1916

1351 Rollins Rd  
Burlingame CA 94010  
Phone (650) 344-8592  
Fax (650) 344-3843  
www.smcmvcd.org

# PURCHASE REQUISITION / PURCHASE ORDER

Requested by: Casey Stevenson

Signature: \_\_\_\_\_

Request Date: June 30, 2023

VENDOR: Adapco  
ATTN: Dennis Candito  
550 Aero LN  
Sanford FI 32771  
800-367-0659

SHIP TO **San Mateo County Mosquito and  
Vector Control District**  
1351 Rollins Road  
Burlingame, CA 94010  
Phone: (650) 344-8592

DEPARTMENT	ACCOUNT CODE / FUND
OPERATIONS	5111A10P · Pesticides: Altosid, BVA, Larvicides - (GENERAL FUND)

QTY	UNIT	DESCRIPTION	UNIT PRICE	LINE TOTAL
20	Bag	Metalarv S-PT	\$ 1,187.60	\$ 23,752.00
20	Bags	Vectomax FG	\$ 380.00	\$ 7,600.00

<b>Business Purpose for Requesting Purchase Order</b>  Pesticides for mosquito control.	SUBTOTAL	\$ 31,352.00
	SALES TAX	3,017.63
	Shipping / Freight	
	Other	
	<b>TOTAL</b>	<b>\$ 34,369.63</b>

Instructions:

- A Purchase Requisition Form will be required for all purchases over \$1,000.
- Per District Policy 6030 – Expense Authorization, informal bidding is required for requests between \$1,000 and \$7,500. For requests over \$7,500, formal bidding shall be required (will need an RFP). Attach relevant supporting documentation to each request.

_____	_____	_____	_____
Department Manager Approval	Date	District Manager Approval	Date

FINANCE APPROVAL and PURCHASE ORDER #	
_____	_____
Finance Director Approval	Purchase Order Number

# Azelis A&ES

<b>Quote</b>	<b>QT05447</b>
<b>Date</b>	6/27/2023
<b>Page:</b>	1

**Remit to:**  
 ADAPCO  
 PO Box 931574  
 Atlanta, GA 31193-1574

**Headquarters:**  
 100 Colonial Center Pkwy, Ste 170  
 Lake Mary, FL 32746  
 FEI: 59-2574523

**Orders:**  
 aes.vectororders@azelis.com  
 (800) 367-0659 E  
 www.AzelisAES-US.com

## PROFORMA INVOICE

**Bill To:**

**Ship To:**

SAN MATEO COUNTY MVCD ACCOUNTS PAYABLE 1351 ROLLINS RD ** mleong@smcmvcd.org BURLINGAME CA 94010 (650) 344-8592 Ext. 0000      Fax: (650) 344-3843 Ext. 0000	SAN MATEO COUNTY MVCD DELIVERY B4 3:00PM 1351 ROLLINS RD BURLINGAME CA 94010 CASEY STEVENSON      (650) 344-8592 Ext. 0000
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Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
PO PENDING	20200	DAC-CA	COM CARRIER	NET 30 DAYS	0/0/0000	115,419

Quantity	Item Number	Description	UOM	Discount	Unit Price	Ext. Price
20	VMXFG-40	VMX VECTOMAX FG (40 LB BG)	EACH	\$0.00	\$380.00	\$7,600.00
20	MTLP-40	METALARV S-PT (40LB BG)	EACH	\$0.00	\$1,187.60	\$23,752.00
1	ELS	ENVIRONMENTAL LIABILITY SURCHARGE	EACH	\$0.00	\$0.00	\$0.00

<b>Subtotal</b>	\$31,352.00
<b>Discount</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Handling</b>	\$0.00
<b>Tax</b>	\$3,017.63
<b>Total</b>	\$34,369.63



January 1, 2023

ATTN: Jason Trumbetta, ADAPCO LLC

To Whom It May Concern:

This letter is to advise you that Valent BioSciences, LLC is the sole manufacturer and registrant of the trademarked product brands VectoBac® (*Bacillus thuringiensis* subsp. *israelensis* strain AM65-52), VectoLex® (*Bacillus sphaericus* 2362 strain ABTS-1743), VectoMax® (*Bacillus thuringiensis* subsp. *israelensis* strain AM65-52 + *Bacillus sphaericus* 2362 strain ABTS-1743), Bactimos® (*Bacillus thuringiensis* subsp. *israelensis* strain AM65-52), MetaLarv® and VectoPrime®. This includes the formulations VectoBac G, VectoBac GS, VectoBac GR, VectoBac 12AS, VectoBac WDG; VectoLex FG, VectoLex WDG, VectoLex WSP; VectoMax FG and VectoMax WSP; Bactimos PT, Bactimos WG; MetaLarv S-PT, MetaLarv XRP; and VectoPrime FG.

Also, be advised that ADAPCO, LLC is Valent BioSciences LLC's sole authorized distributor for VectoBac®, VectoLex®, VectoMax®, Bactimos®, VectoPrime® and MetaLarv® products in the United States, Cayman Islands and Puerto Rico.

Should you have any questions regarding this information, feel free to contact at me.

Regards,

*Drew Hunter*

**Drew Hunter** | Manager, National Sales – Public Health

**1910 Innovation Way | Libertyville, Illinois 60048**

**Phone: 503-983-6508**

**[drew.hunter@valentbiosciences.com](mailto:drew.hunter@valentbiosciences.com)**

**[www.valentbiosciences.com](http://www.valentbiosciences.com)**



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Phone (650) 344-8592  
Fax (650) 344-3843  
www.smcmvcd.org

**PURCHASE REQUISITION /  
PURCHASE ORDER**

Requested by: Casey Stevenson

Signature: \_\_\_\_\_

Request Date: June 30, 2023

VENDOR: Clarke  
ATTN: Nancy Voorhees  
675 Sidwell Ct.  
St. Charles, Illinois  
650-894-2000

SHIP TO **San Mateo County Mosquito and  
Vector Control District**  
1351 Rollins Road  
Burlingame, CA 94010  
Phone: (650) 344-8592

DEPARTMENT	ACCOUNT CODE / FUND
OPERATIONS	5111A10P · Pesticides: Altosid, BVA, Larvicides - (GENERAL FUND)

QTY	UNIT	DESCRIPTION	UNIT PRICE	LINE TOTAL
20	Bag	Natular G30	\$ 816.00	\$ 16,320.00
20	Case	Natular XRT	\$ 1,210.00	\$ 24,200.00

<b>Business Purpose for Requesting Purchase Order</b>  Pesticides for mosquito control.	SUBTOTAL	\$ 40,520.00
	SALES TAX	3,889.92
	Shipping / Freight	
	Other	
	<b>TOTAL</b>	<b>\$ 44,409.92</b>

Instructions:

1. A Purchase Requisition Form will be required for all purchases over \$1,000.
2. Per District Policy 6030 – Expense Authorization, informal bidding is required for requests between \$1,000 and \$7,500. For requests over \$7,500, formal bidding shall be required (will need an RFP). Attach relevant supporting documentation to each request.

_____ Department Manager Approval	Date	_____ District Manager Approval	Date
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<b>FINANCE APPROVAL and PURCHASE ORDER #</b>			
_____ Finance Director Approval	Date	_____ Purchase Order Number	



675 Sidwell Ct  
St Charles, IL 60174  
U.S.A.www.clarke.com  
TOLL-FREE: 800-323-5727

PH: 630-894-2000

FAX: 630-443-3070

EMAIL: [customer@clarke.com](mailto:customer@clarke.com)

## QUOTATION

**B** San Mateo County MVCD (002486)  
**I** Brian Weber  
**L** 1351 Rollins Rd  
**L**  
**T** Burlingame, CA 94010-2409  
**O** 6503448592 X21  
650-344-3843

**S** San Mateo County MVCD  
**H** Brian Weber  
**I** 1351 Rollins Rd  
**P**  
**T** Burlingame, CA 94010-2409  
**O** 6503448592 X21  
650-344-3843

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002031228	06/26/23	Nancy Voorhees	Angie Gaul	07/26/23

Delivery Method	Terms
United Parcel Post	Net 30 Days

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
11820	NATULAR G30 GRANULE 40lb BAG US EPA Current Label	20 bag	816.0000/ bag	16,320.00
11850	NATULAR XRT TABLET US EPA Current Label	20 cs	1,210.0000/ cs	24,200.00

<b>Tax:</b>	3,889.92
<b>Order Total</b>	44,409.92
<b>Total</b>	44,409.92

\* For your convenience we also accept Visa and MasterCard

Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: [accountsreceivable@clarke.com](mailto:accountsreceivable@clarke.com) or faxed to: 630-672-7439

\* A 15% restocking fee plus freight costs may be assessed to any returned items.  
Items must be returned within 120 days of shipment and in an acceptable condition.



Agriculture Division of DowDuPont™

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Corteva Agrisciences  
Agriculture Division of DowDuPont  
9330 Zionsville Road Indianapolis, IN 46268 USA Tel 317 337 4337

[www.corteva.com](http://www.corteva.com)

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December 8, 2022

To whom it may concern,

Please allow this letter to confirm that Corteva has granted Clarke Mosquito Control Products, Inc. exclusive rights to market its active ingredient spinosad for mosquito larval control products in the US territories, Caribbean and Cayman Islands for 2023. Corteva understands that spinosad is utilized in Clarke's Natular G, Natular G30, Natular G30 WSP, Natular T30, Natular XRT, Natular 2EC, Natular SC, and Natular DT products.

Please let me know if you need further details.

Yours sincerely,

A handwritten signature in black ink that reads "Lisa Bostock".

Lisa Bostock  
Global Business Development Leader  
Corteva Agrisciences  
[lisa.bostock@corteva.com](mailto:lisa.bostock@corteva.com)  
317-670-4408





# TARGET

## SPECIALTY PRODUCTS

524 Galveston St  
 West Sacramento, CA  
 95691  
 916-374-9900  
 800-533-0816  
 FAX 916-374-0900

## Quotation

Contact: Casey Stevenson  
 Customer: San Mateo MVCD  
 Address: 1351 Rollins Rd  
 City, State: Burlingame, CA  
 Zip: 94010

Quotation #:   
 Date: 6/26/2023  
 Customer ID:

PO #	TSP Order #	Sales Rep	FOB	Ship Via	Terms	Shipping Date
		J. Camacho			Net 30	

Item #	Quantity	Description	UOM	Unit Price	Total
I502385	20	Altosid XR SLIM AGENCY	Case	\$818.40	\$16,368.00

Subtotal \$16,368.00  
 Shipping FREE  
 Taxes \$1,576.24  
 Misc  
 Balance \$17,944.24

**Special Notes and Instructions**  
 This quote is valid for 90 days. Free shipping on orders greater than \$700.  
 The prices quoted do not include any sales tax. Sale tax will be added at time of invoicing.

Quote Prepared By:  
**Joe Camacho**  
 Vector Specialist 916-291-3173  
 Sales Representative joe.camacho@target-specialty.com

**EXHIBIT B****WELLMARK INTERNATIONAL AGENCY AGREEMENT****SALES PRICE; TERRITORY****2023 ALTOSID® (End Use) Agency Agreement Price List**

Effective January 1, 2023

<b>PRODUCT #</b>	<b>ALTOSID® PRODUCT DESCRIPTION</b>	<b>MAXIMUM PALLET CONFIGURATION</b>	<b>CASE/BAG PRICE</b>
100508842	XR Briquets cork shape 220/case	48 cases	\$818.40
100508846	XR Briquet (Slim) Ingot NY Label 220/case	48 cases	\$818.40
100508841	<b>XR Briquet (Slim) Ingot 220/case</b>	<b>48 cases</b>	<b>\$818.40</b>
37060F	30 Day Briquets 400/case	162 cases	\$520.00
37230F	SR-20 2x2.5 gallon/case	33 cases	\$5,088.50
37240E	A.L.L. SR-5 4x1 gallon/case	27 cases	\$1,144.12
37730D	Pellets 2/22lb/case	36 cases	\$1,215.72
100526053	Pellets 2,000lb tote	One	\$49,740.00
38540	WSP Pellets 7.0-gram pouch (50 X 16) case	40 cases	\$768.00
100531822	P35 40lb bag	35 bags	\$778.80
100531823	P35 2,000lb tote	One	\$37,740.00
100548925	P35 1,000lb bulk bag	1 bag	\$18,870.00
37330	XR-G 40lb bag	50 bags	\$390.80
38880	XR-G 1,000lb bulk bag	1 bag	\$9,670.00
100541067	XR-G ULTRA 40lb bag	35 bags	\$ 497.60
100541068	XR-G ULTRA 1,000lb bulk bag	1 bag	\$12,320.00
100518214	SBG II 40lb bag	50 bags	\$140.80
100518222	SBG II 1,000lb bag	1 bag	\$3,520.00

1. All orders and product inquiries: Customer Service 1-800-528-8058; Fax 1-800-426-7473
2. Freight prepaid and allowed on all direct ship orders to end-use customers when (\$7,500 and greater)
3. Freight prepaid and allowed on all consignment stock transfer orders to approved agent warehouse locations when (\$3,000 and Greater)
4. Central Life Sciences billing to Agent payment terms – Net 45 days for all direct ship orders
5. Central Life Sciences billing to Agent payment terms – Net 30 days for all consignment sales reporting

U.S. Price List: WELLMARK INTERNATIONAL RESERVES THE RIGHT TO CHANGE ABOVE PRICES AT ANY TIME WITHOUT NOTICE.

Territory: The United States of America – 50 States.

Terms: Agent billings to end-use customers -- Net 30 days

(Agent invoice terms on all sales to purchasers unless all suppliers are required to offer specific alternate terms).

Invoice

Commentary:

ALL AGENT INVOICING TO PURCHASERS MUST INCLUDE THE FOLLOWING STATEMENT:

"Altosid" sold herein is under Agency Agreement and is for the Account of Wellmark. Agent is authorized to invoice and collect under the terms of Agency contract. Only upon written direction from Wellmark or Agent, are the amounts due under this invoice payable to Wellmark".

Agenda Item 6A

**BOARD COMMITTEE REPORTS**

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**SUBJECT: Finance/Policy Committee Meeting of the Board of Trustees**

Finance/Policy Committee members attended a meeting on July 3, 2023. Attendees included Committee Chairs Mason Brutschy (Finance) Robert Riechel (Policy), Ray Williams, Ron Collins, Carolyn Parker, and Donna Rutherford. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information and Technology Director Matthew Nienhuis, Operations Director Casey Stevenson, and Alexandra Barnhill, District Counsel.

- The Policy and Finance Committee reviewed and discussed the recommended District Policy 6075 (Investment of District Funds). After discussion, the Committee recommended that it be forwarded to the District Board of Trustees for approval.
- The Policy and Finance Committee discussed and recommended District Policy 6140 (Credit Card Use). After discussion, the committee recommended that it be forwarded to the District Board of Trustees for approval including a provision to accommodate major pesticide and other budgeted purchases. In addition, to include an updated District organizational chart.
- The Committees discussed the amendment of Policy 6030 (Expense Authorization). After further consideration, it was agreed that a revised draft would be available at the next Finance and Policy committee meeting with input from our District Counsel.
- Reviewed the Financial Report for FY 22-23 as of May 31, 2023. Highlights were discussed with the committee by Finance Director Richard Arrow. The Finance Committee recommended approval of these reports be submitted to the Board of Trustees for consideration at their meeting on July 12, 2023.
- The Committees received an oral report concerning the construction project on District property located at 1415 N. Carolan. Staff indicated that a first draft of detailed plans from Aetipic is under review and further discussion with the Real Estate and Finance committees will be scheduled to discuss the costs and timing of individual components of the project. The conclusion of the Committees will be recommended to the Board of Trustees for their consideration and approval.

- Operations Director Casey Stevenson submitted a recommendation for approval of pesticide expenditures in the amount of \$96,723.79. The Finance Committee recommended that the request be forwarded to the District Board of Trustees for consideration and approval.



**Item 6B**

**Monthly Financial Report  
Month Ending May 31, 2023**

**Staff Recommendation:** Motion to recommend approval of the May 31, 2023, Financial Report.

**Statement of Revenues, Expenditures, and Change in Fund Balance**

Total revenues received from July 1 through May 31, 2023 (YTD) were \$ 6.6 million; total expenditures YTD were \$ 5.3 million, and the change in fund balance was \$ 1.4 million. The District had \$ 9.6 million in cash available in County Treasury.

	General	Capital	Total
	Fund	Fund	Funds
<b>Beginning Fund Balance 7/1/2022:</b>	\$ 8,001,587	\$ 749,944	\$ 8,751,530
Revenues/Resources	\$ 6,625,118	\$ 12,254	\$ 6,637,372
Due To (From) Funds	\$ (276,044)	\$ 276,044	\$ -
Expenditures	\$ 5,003,023	\$ 272,374	\$ 5,275,398
<b>Change in Fund Balance</b>	1,346,051	15,923	\$ 1,361,974
<b>* Ending Fund Balance</b>	\$ 9,347,637	\$ 765,867	\$ 10,113,504

<b>* Components of Fund Balance:</b>			
<b>Nonspendable (Inventory)</b>	\$ 143,930.00	\$ -	\$ 143,930.00
<b>Assigned (Capital Improvements)</b>	-	765,867	765,867
<b>Public Health Emergency Fund</b>	800,000	-	800,000
<b>Natural Disaster Emergency Fund</b>	650,000	-	650,000
<b>Real Property Acquisiton Fund</b>	1,134,670	-	1,134,670
<b>Debt Service Repayment Fund</b>	1,000,000	-	1,000,000
<b>Unrestricted Fund Balance</b>	5,619,037	-	5,619,037
<b>Total</b>	\$ 9,347,637	\$ 765,867	\$ 10,113,504

**Budget Variances**

Revenues

Actual revenues received through May 31 2023, were over budget by \$ 64,987 resulting from over realized property taxes and small variances of all other revenue.





### Expenditures

Expenditures through May 31, 2023, were under budget by \$ 571,362 primarily due to the timing of expenditures contained in the table below:

Salaries & Wages	Under	\$59,732	97.8%	New employees costs under budgeted positions.
Employee Benefits	Over	\$46,675	105.7%	Increase of expenditures over budget
Administration	Under	\$145,204	73.6%	Unspent HR, professional and legal services
Laboratory	Under	\$24,539	68.8%	Timing of Laboratory expenditures
Public Outreach	Under	\$17,035	85.2%	Timing of media and promotion expenditures
Capital Improvements	Under	\$293,450	48.1%	Timing of building improvement exp.

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

### Questions

Please direct all inquiries related to this financial reporting package to the District Manager, Brian Weber, before the board meeting to allow for adequate research. He can be reached at the District office at (650) 344-8592 or via email at [bweber@smcmvcd.org](mailto: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 May 31, 2023 summary, accounts receivable outstanding greater than 90 days total is \$ 0. Currently, total accounts receivable total \$ \$27,512.

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 22644 to 22696. Last month's check number ended at 22643. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In May 2023, 53 checks written from the General Fund totaled \$ 173,604.86. In addition, the District wrote 1 check from the Capital Fund totaling \$ 3,384.24 (check number 1104).

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.

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San Mateo County Mosquito & Vector Control District  
Balance Sheet  
As of May 31, 2023

	Total May 31, 23	General Fund	Capital Fund
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Cash-County Treasury-GF x2706	8,823,556	8,823,556	
1015 · Checking -Union Bank - GF x9757	(96,959)	(96,959)	
1018 · Cash-Cal CLASS	200,875	200,875	
1020 · Cash-County Treasury-CPF x2705	820,327		820,327
1025 · Checking -Union Bank - CPF x6913	-		-
1016 · County Funds - FMV	(259,384)	(259,924)	540
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	110,183	110,183	
<b>Total Checking/Savings</b>	<b>9,598,999</b>	<b>8,778,132</b>	<b>820,867</b>
<b>Accounts Receivable</b>			
1100 · Accounts Receivable	35,832	35,832	
1105 · Interest Receivable	-	-	-
<b>Total Accounts Receivable</b>	<b>35,832</b>	<b>35,832</b>	<b>-</b>
<b>Other Current Assets</b>			
1220 · VCJPA-Member Contingency Fund	479,266	479,266	
1230 · Pesticide Inventory	176,476	176,476	
<b>Total Other Current Assets</b>	<b>655,742</b>	<b>655,742</b>	<b>-</b>
<b>Total Current Assets</b>	<b>10,290,573</b>	<b>9,469,706</b>	<b>820,867</b>
<b>TOTAL ASSETS</b>	<b>10,290,573</b>	<b>9,469,706</b>	<b>820,867</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	177,069	122,069	55,000
<b>Total Accounts Payable</b>	<b>177,069</b>	<b>122,069</b>	<b>55,000</b>
<b>Credit Cards</b>			
1040 · US Bank Purchase Card	-	-	
<b>Total Credit Cards</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Current Liabilities</b>			
2200 · Accrued Wages	-	-	
<b>Total Other Current Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Current Liabilities</b>	<b>177,069</b>	<b>122,069</b>	<b>55,000</b>
<b>Total Liabilities</b>	<b>177,069</b>	<b>122,069</b>	<b>55,000</b>
<b>Fund Balance</b>			
Beginning Fund Balance, 7/1/2022	8,751,530	8,001,587	749,944
Due To (From) Funds	-	(276,044)	276,044
Revenues Over Expenditures	1,361,974	1,622,095	(260,121)
<b>Ending Fund Balance *</b>	<b>10,113,504</b>	<b>9,347,637</b>	<b>765,867</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>10,290,573</b>	<b>9,469,706</b>	<b>820,867</b>
<b>* COMPONENTS OF ENDING FUND BALANCE</b>			
Nonspendable (Inventory)	143,930	143,930	-
Assigned (Capital Improvements)	765,867	-	765,867
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisiton Fund	1,134,670	1,134,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	5,619,037	5,619,037	-
<b>Total Fund Balance</b>	<b>10,113,504</b>	<b>9,347,637</b>	<b>765,867</b>

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

Month of Report:

May, 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	2,452,750	2,354,714	(98,036)	96.0%	2,380,498	(25,784)	98.9%	221,083	189,688	(31,395)	85.8%
Total 4100 · PROPERTY TAX REVENUES	3,197,480	3,323,481	126,001	103.9%	3,197,480	126,001	103.9%	284,439	294,014	9,575	103.4%
Total 4200 · OTHER TAX REVENUES	841,578	828,610	(12,968)	98.5%	841,578	(12,968)	98.5%	616,578	121,877	(494,701)	19.8%
Total 4300 · OTHER REVENUES	187,848	118,313	(69,535)	63.0%	140,575	(22,262)	84.2%	-	960	960	0.0%

<b>Total Revenues</b>	<b>6,679,656</b>	<b>6,625,118</b>	<b>(54,538)</b>	<b>99.2%</b>	<b>6,560,131</b>	<b>64,987</b>	<b>101.0%</b>	<b>1,122,100</b>	<b>606,538</b>	<b>(515,562)</b>	<b>54.1%</b>
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Expenditures

Total 5000 · SALARIES & WAGES	3,031,167	2,628,838	402,329	86.7%	2,688,570	(59,732)	97.8%	232,640	233,360	720	100.3%
Total 5100 · EMPLOYEE BENEFITS	887,416	872,238	15,178	98.3%	825,563	46,675	105.7%	61,853	65,465	3,612	105.8%
Total 5200 · TRAINING - BOARD & STAFF	87,973	57,483	30,490	65.3%	68,169	(10,686)	84.3%	559	1,670	1,111	298.8%
Total 5300 · ADMINISTRATION	593,988	405,339	188,649	68.2%	550,543	(145,204)	73.6%	17,974	9,532	(8,442)	53.0%
Total 5400 · INSURANCE	143,254	138,306	4,948	96.5%	143,254	(4,948)	96.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	70,365	54,379	15,986	77.3%	67,329	(12,950)	80.8%	3,036	14,474	11,438	476.8%
Total 5500 · FACILITIES MAINTENANCE	51,547	42,241	9,306	81.9%	47,251	(5,010)	89.4%	4,296	1,121	(3,175)	26.1%
Total 5550 · UTILITIES	77,617	60,820	16,797	78.4%	71,148	(10,328)	85.5%	6,469	5,898	(571)	91.2%
Total 5600 · FLEET MAINTENANCE	59,891	44,293	15,598	74.0%	54,900	(10,607)	80.7%	4,991	2,060	(2,931)	41.3%
Total 5700 · OPERATIONS	262,067	228,597	33,470	87.2%	240,228	(11,631)	95.2%	21,839	43,425	21,586	198.8%
Total 5800 · LABORATORY	85,668	54,096	31,572	63.1%	78,635	(24,539)	68.8%	7,033	3,742	(3,291)	53.2%
Total 5900 · PUBLIC OUTREACH	125,820	98,300	27,520	78.1%	115,335	(17,035)	85.2%	10,485	20,864	10,379	199.0%
Total 6500 · DEBT SERVICE	330,000	318,094	11,906	96.4%	330,000	11,906	96.4%	-	-	-	0.0%

<b>Total Expenditures</b>	<b>5,806,773</b>	<b>5,003,023</b>	<b>(803,750)</b>	<b>86.2%</b>	<b>5,280,925</b>	<b>(277,902)</b>	<b>94.7%</b>	<b>371,175</b>	<b>401,612</b>	<b>30,437</b>	<b>108.2%</b>
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General Fund Net Revenues Over Expenditures

	872,883	1,622,095	749,212		1,279,206	342,889		750,925	204,926	(545,999)	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	12,254	(12,254)	0.0%	-	12,254	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,007,554	272,374	1,735,180	13.6%	565,834	(293,460)	48.1%	4,166	58,410	54,244	1402.1%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,007,554)	(260,121)	1,747,433		(565,834)	305,713		(4,166)	(58,410)	(54,244)	
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**San Mateo County Mosquito & Vector Control District**  
**A/R Aging Summary**  
As of May 31, 2023

05/31/2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
City of Foster City	5,003.07	0.00	4,358.66	0.00	0.00	9,361.73
City of Pacifica Public Works Wastewater	148.54	0.00	0.00	0.00	0.00	148.54
City of Redwood City, Public Works	2,970.73	0.00	1,762.41	0.00	0.00	4,733.14
City of San Francisco, Public Utilities	369.76	0.00	0.00	0.00	0.00	369.76
City of San Mateo, Public Works	0.00	0.00	18,659.00	0.00	0.00	18,659.00
City of San Mateo, Wastewater Treatment	84.03	0.00	168.06	0.00	0.00	252.09
City of South San Francisco Water Quality	161.66	0.00	0.00	0.00	0.00	161.66
San Francisco Int'l Airport	0.00	0.00	1,450.20	0.00	0.00	1,450.20
San Francisco Zoological Society	105.65	0.00	0.00	0.00	0.00	105.65
Sewer Authority Mid-Coastside	78.08	0.00	0.00	0.00	0.00	78.08
Silicon Valley Clean Water	348.28	0.00	163.90	0.00	0.00	512.18
<b>TOTAL</b>	<b><u>9,269.80</u></b>	<b><u>0.00</u></b>	<b><u>26,562.23</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>35,832.03</u></b>

**San Mateo County Mosquito & Vector Control District**  
**A/R Aging Summary**  
As of June 28, 2023

06/28/2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
City of Foster City	0.00	5,003.07	0.00	0.00	0.00	5,003.07
City of Redwood City, Public Works	0.00	2,970.73	0.00	0.00	0.00	2,970.73
City of San Francisco, Public Utilities	0.00	369.76	0.00	0.00	0.00	369.76
City of San Mateo, Public Works	0.00	0.00	18,659.00	0.00	0.00	18,659.00
City of South San Francisco Water Quality	0.00	161.66	0.00	0.00	0.00	161.66
San Francisco Zoological Society	0.00	105.65	0.00	0.00	0.00	105.65
Sewer Authority Mid-Coastside	0.00	78.08	0.00	0.00	0.00	78.08
Silicon Valley Clean Water	0.00	0.00	163.90	0.00	0.00	163.90
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>8,688.95</u></b>	<b><u>18,822.90</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>27,511.85</u></b>

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

**GF-May**  
**2023**

<b>Beginning Cash per District as of Apr 30, 2023</b>	8,486,550
<b>Reductions</b>	
Payroll Related (ADP)	(202,682)
Checks Written	(173,605)
Bank Fee	(79)
<b>Total Reductions</b>	<u>(376,367)</u>
<b>Additions</b>	
Quarterly Interest	-
Abatement Services	11,696
Property Tax Revenue	294,014
ERAF Rebate	-
RDA/RPTTF	121,877
Special Benefit Assessment	140,967
Special Mosquito Tax	39,451
Misc Deposit	8,409
<b>Total Additions</b>	<u>616,414</u>
 <b>Ending Cash per District as of May 31, 2023</b>	 <u><u>8,726,597</u></u>
 <b>Cash per County General Fund Statement</b>	 8,726,597
 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]      05/01/2023-05/31/2023      Page 2  
TUE, JUN 13, 2023, 8:07 AM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:16279188 J7173---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 05/01/23	13,632,891.54	5,146,341.43	8,486,550.11
	05/02/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	1,415.01	0.00	8,487,965.12
	05/10/23	HOE5103	AutoID: ITX510A3 Job: 16208 JE	3,561.12	0.00	8,491,526.24
	05/13/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	17,186.10	0.00	8,508,712.34
	05/17/23	JE537167	AutoID: JHC517C3 Job: 16226 JE	0.00	79.38	8,508,632.96
	05/26/23	JE537638	AutoID: JRV531D3 Job: 16272 JE	0.00	376,287.33	8,132,345.63
	05/31/23	ABX5313K	AutoID: ITX531C3 Job: 16248 JE	26.99	0.00	8,132,372.62
	05/31/23	ABX5313K	AutoID: ITX531A3 Job: 16248 JE	121,849.60	0.00	8,254,222.22
	05/31/23	UNR5313	AutoID: ITX531E3 Job: 16249 JE	0.00	231.02	8,253,991.20
	05/31/23	SPS5313	AutoID: ITX531G3 Job: 16249 JE	18,928.54	0.00	8,272,919.74
	05/31/23	SEC5313	AutoID: ITX531J3 Job: 16249 JE	446,107.30	0.00	8,719,027.04
	05/31/23	UNC5313	AutoID: ITX531F3 Job: 16261 JE	4,977.24	0.00	8,724,004.28
	05/31/23	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	2,592.91	0.00	8,726,597.19
		DR	<b>* SUB ACCT Total *</b>	<b>14,249,536.35*</b>	<b>5,522,939.16*</b>	<b>8,726,597.19*</b>

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

<b>CPF-May 2023</b>
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Beginning Cash per District as of <b>Apr 30, 2023</b>	823,738
<b>Reductions</b>	
Checks Written	(3,384)
Bank Fee	(26)
Transfer-Out to General Fund	-
<b>Total Reductions</b>	(3,410)
<b>Additions</b>	
Quarterly Interest	-
Transfer-In from General Fund	-
<b>Total Additions</b>	-
Ending Cash per District as of <b>May 31, 2023</b>	<b>820,327</b>
Cash per County Capital Project Fund Statement	820,327
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]      05/01/2023-05/31/2023      Page 1  
 TUE, JUN 13, 2023, 8:07 AM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:16279188 J7173---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 05/01/23	1,037,701.51	213,963.82	823,737.69				
	05/17/23	JE537167	AutoID: JHC517C3 Job: 16226 JE	0.00	26.17	823,711.52				
	05/26/23	JE537638	AutoID: JRV531D3 Job: 16272 JE	0.00	3,384.24	820,327.28				
		DR	* SUB ACCT Total *	1,037,701.51*	217,374.23*	820,327.28*				

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

<b>May 2023</b>
---------------------

	<u>May 12, 2023</u>	<u>May 26, 2023</u>	Footnotes:
<b>Payroll ACH Disbursement (including Net Pay &amp; Taxes )</b>			
Total Net Pay	73,431	77,589	
Federal W/H Tax	13,812	14,271	
Social Security Tax	537	1,183	A
Medicare	3,278	3,429	
CA W/H Tax	5,702	5,854	
CA SUI/DI	1,286	1,656	
<b>Total</b>	<b>98,046</b>	<b>103,981</b>	
<b>ADP Process Fee PPE 4/8 &amp; 4/22</b>	<b>241</b>	<b>293</b>	
<b>ADP Time &amp; Attendance</b>	<b>122</b>	<b>-</b>	
<b>Total amount for the period</b>	<b><u>98,409</u></b>	<b><u>104,274</u></b>	
<b>Total amount for the month:</b>		<b><u>202,682</u></b>	

**Footnotes:**

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



**San Mateo County Mosquito & Vector Control District  
Check Detail**

May 2023

<b>GF-May 2023</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
22644	05/05/2023	Charles P. Hansen	Retiree Health Insurance Reimb-May '23	1015 · Checking -Union Bank - GF x9757	-580.68
05012023	05/01/2023		Retiree Health Insurance Reimb-May '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					<u>580.68</u>
22645	05/05/2023	Dennis J Jewell	Retiree Health Insurance Reimb-May '23	1015 · Checking -Union Bank - GF x9757	-580.68
05012023	05/01/2023		Retiree Health Insurance Reimb-May '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					<u>580.68</u>
22646	05/05/2023	Great-West Life & Annuity Co	Group No. 98368	1015 · Checking -Union Bank - GF x9757	-6,515.01
04222023	04/22/2023		Employee Deferred Comp PPE 04/22/2023	5185 · Actives - Deferred Compensation	6,515.01
TOTAL					<u>6,515.01</u>
22647	05/05/2023	San Mateo County Retirement Assoc.	SM M.A.D.	1015 · Checking -Union Bank - GF x9757	-21,741.37
04-22-2023	04/22/2023		Employee Contribution Pay Period 03/26/2023-04/22/2023	5115 · Retirement - Employee Contribut	9,382.72
			Employer Contribution Pay Period 03/26/2023-04/22/2023	5110 · Retirement - Employer Contribut	12,358.65
TOTAL					<u>21,741.37</u>
22648	05/05/2023	U.S. Bank PARS Account # 6746022400	Agency Name: San Mateo County Mosquito & Vector Control District	1015 · Checking -Union Bank - GF x9757	-572.18
6746022400-PP	04/22/2023		Alternate Retirement System for Richard Arrow PPE 04/22/2023	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					<u>572.18</u>
22649	05/05/2023	ADP Screening & Selection Services	Billing A/C: 1466165-8	1015 · Checking -Union Bank - GF x9757	-338.05
1466165-04-202	04/24/2023		Background check for 3 Seasonal Hires	5310 · Background / drug screening	338.05
TOTAL					<u>338.05</u>
22650	05/05/2023	Aim To Please Janitorial Services	Invoice #60 - Apr 2023	1015 · Checking -Union Bank - GF x9757	-1,633.25
60	04/30/2023		1351 Rollins Janitorial Services-Apr 2023	5340 · Janitorial/Household Expense	1,200.00
			1415 N Carolan Janitorial Services	5340 · Janitorial/Household Expense	325.00

**San Mateo County Mosquito & Vector Control District**  
**Check Detail**

May 2023

<b>GF-May 2023</b>
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Num	Date	Name	Memo	Account	Original Amount
			1415 N Carolan Restroom Cleaning	5340 · Janitorial/Household Expense	108.25
TOTAL					1,633.25
<b>22651</b>	<b>05/05/2023</b>	<b>Amazon Capital Services</b>	<b>Account # ARX6UTA334C06</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-6,976.17</b>
1XKY-HM7K-P6	04/30/2023		Misc Office Supply	5335 · Office Expense	128.96
			Supplies for 1415 N Carolan	5340 · Janitorial/Household Expense	124.44
			Owl cam & Ex mics (2)	5460 · Computer Hardware	2,773.22
			Misc hardware supply	5460 · Computer Hardware	486.92
			Swivel sockets for shop	5610 · Garage Tools	7.66
			Tools and supply for Ops	5630 · Ops Equipment & Repairs	604.38
			Safety glasses & spill kits	5720 · Safety Equipment	209.96
			Mosq fish pond supply	5730 · Mosquito Fish	152.83
			Roof for chicken coop	5810 · Sentinel Chicken Flocks/Supply	293.78
			Misc lab supply	5825 · Lab Supplies	246.03
			Misc outreach supplies	5910 · Media and Network	1,947.99
TOTAL					6,976.17
<b>22652</b>	<b>05/05/2023</b>	<b>American Fidelity Assurance Company</b>	<b>Payor: 56840</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,966.62</b>
2189758A	05/04/2023		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,966.62
TOTAL					1,966.62
<b>22653</b>	<b>05/05/2023</b>	<b>Bay Alarm</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,461.00</b>
20465734	04/02/2023		Access Control System 05/01/23-07/31/23 (1351 Rollins Rd)	5385 · Security and fire alarm	855.00
20487562	04/04/2023		Fire Alarm Monitoring 05/01/2023-07/31/2023 (1351 Rollins Rd)	5385 · Security and fire alarm	445.20
			Sprinkler Inspection Services 05/01/2023-07/30/2023	5385 · Security and fire alarm	160.80
TOTAL					1,461.00
<b>22654</b>	<b>05/05/2023</b>	<b>Bay Area Digital Solutions</b>	<b>Invoice #3270</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-5,000.00</b>
3270	05/05/2023		Outreach campaign for yellowjacket service 5/1-6/30/23	5910 · Media and Network	5,000.00
TOTAL					5,000.00
<b>22655</b>	<b>05/05/2023</b>	<b>City of Burlingame, Water</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-933.45</b>

**San Mateo County Mosquito & Vector Control District**  
**Check Detail**

May 2023

<b>GF-May 2023</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
53-485494-Apr2	04/24/2023		1 Inch meter 02/22/23-04/18/23-1415 N. Carolan Ave	5565 · Water	158.82
53-310176-Apr2	04/24/2023		Fireline 02/22/23-04/18/23	5565 · Water	12.00
53-310184-Apr2	04/24/2023		3/4 Inch 02/22/23-04/18/23	5565 · Water	160.81
53-133346-Apr2	04/24/2023		1 1/2 Inch 02/22/23-04/18/23	5565 · Water	601.82
TOTAL					933.45
<b>22656</b>	<b>05/05/2023</b>	<b>Comcast</b>	<b>A/C #8155200280283815</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-169.33</b>
8155200280283	05/03/2023		Business Internet 05/08/23-06/07/23 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	169.33
TOTAL					169.33
<b>22657</b>	<b>05/05/2023</b>	<b>Diversified Laboratory Repair</b>	<b>Cust #0000114</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-640.00</b>
41867	04/26/2023		Preventive maint services for Freezers & Erviron Chamber	5840 · Lab Equip. Maintenance	640.00
TOTAL					640.00
<b>22658</b>	<b>05/05/2023</b>	<b>Eco Medical Inc.</b>	<b>Invoice #18221</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-104.00</b>
18221	04/30/2023		28 Gal. Bio-waste container pick-up - Apr 2023	5830 · Lab Biowaste Disposal	104.00
TOTAL					104.00
<b>22659</b>	<b>05/05/2023</b>	<b>Fisher Scientific</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-551.34</b>
2164074	04/14/2023		Lab glove supply	5825 · Lab Supplies	46.58
2199483	04/17/2023		Lab glove supply	5825 · Lab Supplies	504.76
TOTAL					551.34
<b>22660</b>	<b>05/05/2023</b>	<b>Flyers Energy, LLC</b>	<b>Account 700895</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,473.30</b>
CFS-3406678	04/30/2023		Fuels 04/16/2023-04/30/2023	5735 · Fuel	2,473.30
TOTAL					2,473.30
<b>22661</b>	<b>05/05/2023</b>	<b>Life Technologies Corporation</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-7,970.34</b>
82876959	03/21/2023		PCR supplies restocking (P.O.#02706-1863)	5845 · Lab PCR Supplies	161.46

**San Mateo County Mosquito & Vector Control District**  
**Check Detail**

<b>GF-May 2023</b>
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May 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
82897851	03/24/2023		PCR supplies restocking (P.O.#02706-1863)	5845 · Lab PCR Supplies	701.32
82923933	03/29/2023		PCR supplies restocking (P.O.#02706-1863)	5845 · Lab PCR Supplies	992.40
83067145	04/25/2023		PCR supplies restocking (P.O.#02706-1873)	5845 · Lab PCR Supplies	6,115.16
TOTAL					<u>7,970.34</u>
<b>22662</b>	<b>05/05/2023</b>	<b>Occupational Health Centers of California</b>	<b>Account #N23-1060276454</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-198.00</b>
78967007	04/12/2023		Drug test for Seasonal Hires (3)	5310 · Background / drug screening	198.00
TOTAL					<u>198.00</u>
<b>22663</b>	<b>05/05/2023</b>	<b>Pacific 4</b>	<b>Invoice 00167449</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,402.71</b>
00167449	04/19/2023		Nitrile gloves for pesticide handling (50 boxes)	5720 · Safety Equipment	1,402.71
TOTAL					<u>1,402.71</u>
<b>22664</b>	<b>05/05/2023</b>	<b>Quench USA, Inc.</b>	<b>A/C #D322868</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-205.00</b>
INV05676736	05/01/2023		Water Dispenser Rental - May 2023	5335 · Office Expense	205.00
TOTAL					<u>205.00</u>
<b>22665</b>	<b>05/05/2023</b>	<b>Rachel Curtis</b>	<b>Reimb purchases for outreach events</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-246.10</b>
ReimbExp-Apr'2	05/04/2023		Reimb purchases for outreach events	5910 · Media and Network	246.10
TOTAL					<u>246.10</u>
<b>22666</b>	<b>05/05/2023</b>	<b>RankPlus SEO</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-358.75</b>
000532	04/24/2023		Google Analytic Services (1hr)	5910 · Media and Network	205.00
000548	05/02/2023		Google Analytic Services (.75hr)	5910 · Media and Network	153.75
TOTAL					<u>358.75</u>
<b>22667</b>	<b>05/05/2023</b>	<b>Recology San Mateo County</b>	<b>A/C #731001072</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-456.00</b>
49583495	04/27/2023		Garbage Service - Apr 2023	5340 · Janitorial/Household Expense	456.00
TOTAL					<u>456.00</u>

**San Mateo County Mosquito & Vector Control District**  
**Check Detail**

<b>GF-May 2023</b>
------------------------

May 2023

Num	Date	Name	Memo	Account	Original Amount
22668	05/05/2023	Redwood Trading Post	Customer ID CU00001000007751	1015 · Checking -Union Bank - GF x9757	-175.78
1000282998	03/23/2023		Workboots for Eric Eckstein	5725 · Apparel - Uniforms & Boots	175.78
TOTAL					175.78
22669	05/05/2023	Spark Creative Design	Inv #2771	1015 · Checking -Union Bank - GF x9757	-391.75
2771	04/21/2023		Design & setup table runners full color (2)	5910 · Media and Network	391.75
TOTAL					391.75
22670	05/05/2023	Standard Insurance Company	142979	1015 · Checking -Union Bank - GF x9757	-1,458.77
142979-0001 Ap	04/18/2023		Long term disability due 05/01/2023	5165 · Long Term Disability - Standard	1,458.77
TOTAL					1,458.77
22671	05/05/2023	Streamline	Invoice No: 112D6F75-0027	1015 · Checking -Union Bank - GF x9757	-370.00
112D6F75-0027	05/01/2023		Streamline Web 5/1/2023-6/1/2023	5475 · Website Hosting / Microsoft	370.00
TOTAL					370.00
22672	05/05/2023	Target Specialty Products		1015 · Checking -Union Bank - GF x9757	-2,880.76
INVP501098321	04/04/2023		Sumilarv 0.5G Mosg Larvicide 95kg) MCP 2 (5 cases) PO#02706-1868	5705 · Pesticides	2,556.46
INVP501122312	04/25/2023		DeltaDust (1lb) 24/cs, 30Cs/Plit (Qty:14 Rec'd of 72) PO#02706-1870	5705 · Pesticides	324.30
TOTAL					2,880.76
22673	05/05/2023	Veseris		1015 · Checking -Union Bank - GF x9757	-1,479.79
IN-4147490	04/21/2023		Birchmeier Spraymatic Sprayers (10) (PO#02706-1869)	5705 · Pesticides	555.35
IN-4147592	04/21/2023		Fastrac Rodent Blox 2x4lb/Cs (10) (PO#02706-1869)	5705 · Pesticides	679.69
			Detex Mon Blox 8.8lb/PL 2/Cs (5)	5705 · Pesticides	244.75
TOTAL					1,479.79
22674	05/05/2023	We Go Logo	Invoice #236518	1015 · Checking -Union Bank - GF x9757	-120.59
236518	04/27/2023		District logo insulated rib collar vest	5910 · Media and Network	120.59

**San Mateo County Mosquito & Vector Control District  
Check Detail**

May 2023

<b>GF-May 2023</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					120.59
<b>22675</b>	<b>05/19/2023</b>	<b>Great-West Life &amp; Annuity Co</b>	<b>Group No. 98368</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-6,515.01</b>
05062023	05/06/2023		Employee Deferred Comp PPE 05/06/2023	5185 · Actives - Deferred Compensation	6,515.01
TOTAL					6,515.01
<b>22676</b>	<b>05/19/2023</b>	<b>San Mateo County Retirement Assoc.</b>	<b>SM M.A.D.</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-21,741.37</b>
05-06-2023	05/06/2023		Employee Contribution Pay Period 04/23/2023-05/06/2023	5115 · Retirement - Employee Contribut	9,382.72
			Employer Contribution Pay Period 04/23/2023-05/06/2023	5110 · Retirement - Employer Contribut	12,358.65
TOTAL					21,741.37
<b>22677</b>	<b>05/19/2023</b>	<b>U.S. Bank PARS Account # 6746022400</b>	<b>Agency Name: San Mateo County Mosquito &amp; Vector Control District</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-572.18</b>
6746022400-PP	05/06/2023		Alternate Retirement System for Richard Arrow PPE 05/06/2023	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
<b>22678</b>	<b>05/19/2023</b>	<b>Airgas Dry Ice</b>	<b>4317638</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-797.59</b>
9137425290	04/25/2023		Dry Ice (200 lbs)	5820 · Dry Ice	265.99
9137679934	05/03/2023		Dry Ice (200 lbs)	5820 · Dry Ice	265.80
9137867412	05/09/2023		Dry Ice (200 lbs)	5820 · Dry Ice	265.80
TOTAL					797.59
<b>22679</b>	<b>05/19/2023</b>	<b>American Fidelity Assurance</b>	<b>Payor: 56840</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-457.98</b>
D594887	05/18/2023		Life/Acc/Cancer EE Insurance for May-2023	5170 · Actives - Other Benefits	457.98
TOTAL					457.98
<b>22680</b>	<b>05/19/2023</b>	<b>Badawi &amp; Associates</b>	<b>Invoice #1417</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-10,251.00</b>
1417	05/15/2023		FY22-23 Audit (Progress #1-45% of Contract \$22,780)	5375 · Audit	10,251.00
TOTAL					10,251.00
<b>22681</b>	<b>05/19/2023</b>	<b>Cintas Corporation #464</b>	<b>Payer #15914933</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-605.86</b>

**San Mateo County Mosquito & Vector Control District**  
**Check Detail**

May 2023

<b>GF-May 2023</b>
------------------------

Num	Date	Name	Memo	Account	Original Amount
15914933	Apr-2 04/30/2023		Uniform Services 04/05/23 Inv #4151520470	5725 · Apparel - Uniforms & Boots	142.90
			Uniform Services 04/12/23 Inv #4152220722	5725 · Apparel - Uniforms & Boots	160.48
			Uniform Services 04/19/23 Inv #4152926893	5725 · Apparel - Uniforms & Boots	151.24
			Uniform Services 04/26/23 Inv #4153624777	5725 · Apparel - Uniforms & Boots	151.24
TOTAL					605.86
<b>22682</b>	<b>05/19/2023</b>	<b>Comcast</b>	<b>A/C #8155200280658818</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-179.28</b>
8155200280658	05/15/2023		Business Internet 05/20/23-06/19/23 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	179.28
TOTAL					179.28
<b>22683</b>	<b>05/19/2023</b>	<b>FDAC EBA</b>	<b>51 - SMCMVCD Billing Period Jun-2023</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-33,448.58</b>
FDAC0623-SMC	05/08/2023		Medical Insurance for Jun-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
<b>22684</b>	<b>05/19/2023</b>	<b>GLS US</b>	<b>Account #32493</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-12.18</b>
5024792	05/07/2023		Ship sentinel chicken to UC Davis lab for testing	5810 · Sentinel Chicken Flocks/Supply	12.18
TOTAL					12.18
<b>22685</b>	<b>05/19/2023</b>	<b>Grainger</b>	<b>809934680</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,001.01</b>
7110431371	05/05/2023		Building repair & maint supply	5505 · Facility - Repairs & Maint	44.54
			Ops field equipment & supply	5630 · Ops Equipment & Repairs	311.43
			Wasp sprays	5705 · Pesticides	142.96
			Safety supplies for Ops	5720 · Safety Equipment	502.08
TOTAL					1,001.01
<b>22686</b>	<b>05/19/2023</b>	<b>Jarvis Fay LLP</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-12,214.50</b>
17314	01/31/2023		Board Matters (15.5 hrs) - Legal Services thru Jan-2023	5350 · Legal Services	4,417.50

**San Mateo County Mosquito & Vector Control District  
Check Detail**

May 2023

<b>GF-May 2023</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Drone Application (7.1 hrs)	5350 · Legal Services	2,023.50
			Contracts (3.8 hrs)	5350 · Legal Services	1,083.00
			HR Matters (9 hrs)	5350 · Legal Services	2,524.50
17574	04/30/2023		Board Matters (2.5 hrs) - Legal Services thru Apr-2023	5350 · Legal Services	712.50
			Policy (1.7 hrs)	5350 · Legal Services	484.50
			Contracts (3.4 hrs)	5350 · Legal Services	969.00
TOTAL					12,214.50
<b>22687</b>	<b>05/19/2023</b>	<b>Lampire Biological Laboratories, Inc.</b>	<b>A/C # SANMAT</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-393.00</b>
466582	05/02/2023		Chicken Blood (PO# 02076-1847)	5815 · Mosquito Blood	393.00
TOTAL					393.00
<b>22688</b>	<b>05/19/2023</b>	<b>Occupational Health Centers of Californi</b>	<b>Account #N23-1060276454</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-66.00</b>
79112993	05/01/2023		Drug test for Seasonal Lab Asst Hires (1)	5310 · Background / drug screening	66.00
TOTAL					66.00
<b>22689</b>	<b>05/19/2023</b>	<b>Pacific Office Automation</b>	<b>Customer #446374</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-271.14</b>
120496	05/02/2023		Maintenance for 1 Color & 2 Blk/Wht Copiers 05/02/23-06/02/23	5380 · Copier and postage	271.14
TOTAL					271.14
<b>22690</b>	<b>05/19/2023</b>	<b>PG&amp;E</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,577.68</b>
5584709654-6	04/27/2023		1351 Rollins Site 03/29/2023-04/27/2023	5560 · Gas & Electricity - PG&E	810.86
5594119880-0 A	04/27/2023		PGE Elec & Gas for 1415 N Carolan 03/29/23-04/27/2023	5560 · Gas & Electricity - PG&E	766.82
TOTAL					1,577.68
<b>22691</b>	<b>05/19/2023</b>	<b>Public Agency Retirement Services (PAR Customer #SAN400</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-312.12</b>
53093	05/08/2023		PARS Alternate Retirement System Fees PE 03/31/2023	5325 · HR & Finance Consultant	312.12
TOTAL					312.12
<b>22692</b>	<b>05/19/2023</b>	<b>Purchase Power</b>	<b>8000-9000-0074-1201</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-320.99</b>



**San Mateo County Mosquito & Vector Control District  
Check Detail**

May 2023

<b>GF-May 2023</b>
------------------------

Num	Date	Name	Memo	Account	Original Amount
17662438-May2	05/14/2023		Postage refill and transaction fee	5380 · Copier and postage	320.99
TOTAL					320.99
<b>22693</b>	<b>05/19/2023</b>	<b>RMT Landscape Contractors, Inc.</b>	<b>Customer #M332</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-790.00</b>
20230533	05/10/2023		Landscape Maintenance May-2023 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	495.00
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	295.00
TOTAL					790.00
<b>22694</b>	<b>05/19/2023</b>	<b>Spark Creative Design</b>	<b>Inv #2779</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-794.14</b>
2779	05/03/2023		District services ads edits & translations	5910 · Media and Network	794.14
TOTAL					794.14
<b>22695</b>	<b>05/19/2023</b>	<b>Verizon Wireless</b>	<b>A/C #271667168-00002</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,486.98</b>
9933466153	04/26/2023		Services for period 02/27-04/26/23 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,486.98
TOTAL					1,486.98
<b>22696</b>	<b>05/19/2023</b>	<b>U.S. Bank</b>	<b>4246-0445-5564-6391</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-9,845.50</b>
04242023	04/24/2023		District Credit Card Payment	1040 · US Bank Purchase Card	9,845.50
TOTAL					9,845.50
<b>CHECK TOTAL</b>					<b>173,604.86</b>

Note: Previous month's check numbers were 22582-22643. Current month's check numbers are 22644-22696 (53 checks).

**San Mateo County Mosquito & Vector Control District  
Check Detail**

<b>CPF-May 2023</b>
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May 2023

Num	Date	Name	Memo	Account	Original Amount
1104	05/05/2023	Enterprise FM Trust	Customer No. 458563	1025 · Checking -Union Bank -CPF x6913	-3,384.24
FBN4731591	05/03/2023		22NCN8-2018 NISS Frontier- May 2023	6030 · Vehicle Leases	298.49
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	298.49
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MVV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MVV3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	522.65
			Reverse Tax on Gain on Prior	6030 · Vehicle Leases	-258.91
TOTAL					3,384.24
				<b>CHECK TOTAL</b>	<b>3,384.24</b>

Note: Previous month's check numbers were 1102-1103. Current month's check number is 1104 (1 check).

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

**May  
2023**

**May 2023**

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>1040 · US Bank Purchase Card</b>					
<b>1045 · US Bank Visa Brian x2315</b>					
Credit Card Charge	05/18/2023	B&H Photo	Two outdoor network dome cameras night vision	5460 · Computer Hardware	800.11
Total 1045 · US Bank Visa Brian x2315					<u>800.11</u>
<b>1050 · US Bank Visa Admin x5992</b>					
Credit Card Charge	04/25/2023	Qiagen LLC	Materials for mosq. egg extraction	5845 · Lab PCR Supplies	364.38
Credit Card Credit	04/25/2023	Home Depot	10 pvc clamps returned	5810 · Sentinel Chicken Flocks/Supply	-41.44
Credit Card Charge	04/26/2023	Gaia GPS	Distance measuring and trail software	5805 · Disease Surveillance	19.99
Credit Card Charge	04/26/2023	Costco	Misc. office and janitorial supplies for the office	-SPLIT-	391.02
Credit Card Charge	04/26/2023	Home Depot	10 small clamps for sentinel chickens set up	5810 · Sentinel Chicken Flocks/Supply	37.05
Credit Card Charge	04/27/2023	Scholastic Inc.	Childrens books for District's youth program	5910 · Media and Network	959.00
Credit Card Credit	04/28/2023	JME Ellsworth Company	Return filters	5505 · Facility - Repairs & Maint	-454.07
Credit Card Charge	05/01/2023	Misc-Lab	Sports Basement - backpack for mammal traps	5805 · Disease Surveillance	187.14
Credit Card Charge	05/02/2023	Misc-Lab	All Bird Products - medication for sentinel chickens	5810 · Sentinel Chicken Flocks/Supply	60.50
Credit Card Charge	05/02/2023	Mosyle Business	Premium license 5/1/23-5/31/23	5465 · Computer Software	30.00
Credit Card Charge	05/02/2023	GreenCitizen	E-Waste disposal/recycle - 266 lbs of e-waste	5505 · Facility - Repairs & Maint	266.00
Credit Card Charge	05/02/2023	Misc- Outreach	Flourish Co.-Free-standing displays for outreach events	5910 · Media and Network	957.00
Credit Card Charge	05/06/2023	Misc- Outreach	LL Bean - custom embroidered items for staff	5910 · Media and Network	78.82
Credit Card Charge	05/09/2023	Smartnfinal	Chafing fluid for heating food at board meetings	5305 · Board Meeting Expenses	27.38
Credit Card Charge	05/09/2023	Misc- Outreach	Hollinger Metal Edge - archival quality storage for slides	5910 · Media and Network	118.32
Credit Card Charge	05/09/2023	Misc- Outreach	The Sandbag Store - sandbags for pop-up canopy tent	5910 · Media and Network	118.72
Credit Card Charge	05/09/2023	Misc-Lab	Forestry Suppliers - scales for mammal trapping	5805 · Disease Surveillance	221.34
Credit Card Charge	05/09/2023	Misc- Outreach	Pela Case - items to protect district phone	5910 · Media and Network	149.85
Credit Card Charge	05/10/2023	Misc-Admin	Ravioli House - Dinner for 20 guests - May Board Meeting	5305 · Board Meeting Expenses	394.66
Credit Card Charge	05/10/2023	Lakeshore Learning	Items for classroom outreach	5910 · Media and Network	111.03
Credit Card Charge	05/10/2023	Lakeshore Learning	Items for classroom outreach	5910 · Media and Network	100.05
Credit Card Charge	05/10/2023	Misc- Outreach	LL Bean - clothing embroidered for staff	5910 · Media and Network	315.28
Credit Card Charge	05/10/2023	Safeway Store	Cookies and drinks for May Board Meeting	5305 · Board Meeting Expenses	38.65
Credit Card Charge	05/10/2023	Blue Line Pizza	Gluten-free pizza for May Board Meeting	5305 · Board Meeting Expenses	32.54
Credit Card Charge	05/16/2023	Misc-Lab	All Bird Products - medication for sentinel chickens	5810 · Sentinel Chicken Flocks/Supply	114.40
Credit Card Charge	05/16/2023	Safeway Store	Oats and peanut butter for mammal trapping	5805 · Disease Surveillance	20.97
Credit Card Charge	05/16/2023	Home Depot	Supplies for rodent disease survey	5805 · Disease Surveillance	70.11
Credit Card Charge	05/16/2023	Misc- Outreach	4imprint - magnets for the public	5910 · Media and Network	588.55
Credit Card Charge	05/19/2023	Orchard Supply Hardware	Supplies for airboat fuel system	5630 · Ops Equipment & Repairs	<u>28.21</u>

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

May  
2023

May 2023

Type	Date	Name	Memo	Split	Amount
Total 1050 · US Bank Visa Admin x5992					5,305.45
<b>TOTAL 1040 · US Bank Purchase Card</b>					<b>6,105.56</b>



P.O. BOX 6343  
FARGO ND 58125-6343

May  
2023



000000966 01 SP 0.600 106481742758735 P  
SMCMVCD  
ATIN DISTRICT MANAGER  
1351 ROLLINS RD  
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 05-22-2023  
AMOUNT DUE \$15,951.06  
NEW BALANCE \$15,951.06  
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED  
\$ 6,105.56

Please make check payable to U.S. Bank

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

[REDACTED] 001595106 001595106

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	New Balance
Company Total	\$14,675.07	\$6,601.07	\$0.00	\$0.00	\$0.00	\$495.51	\$15,951.06

CORPORATE ACCOUNT ACTIVITY				
SMCMAD				TOTAL CORPORATE ACTIVITY
				\$4,829.57 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-27	04-26	74798263117000000000468	PAYMENT - THANK YOU 00000 C	4,829.57 PY

NEW ACTIVITY					
SMCMVCD ADMIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$495.51	\$5,800.96	\$0.00	\$5,305.45
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-26	04-25	24941503115069190050437	QIAGEN LLC 800-426-8157 MD	364.38	
04-27	04-26	74943013116010188111163	THE HOME DEPOT #0632 SAN MATEO CA	41.44 CR	
04-27	04-26	24011343116000034498313	GAIA GPS MEMBERSHIP WWW.GAIAGPS.C CO	19.99	
04-27	04-26	24892163116103090337207	COSTCO DELIVERY 654 800-788-9968 CA	391.02	
04-27	04-26	24943013116010188111176	THE HOME DEPOT #0632 SAN MATEO CA	37.05	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	14,675.07
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	6,601.07
	05/22/23	.00	CASH ADVANCES	.00
	AMOUNT DUE		CASH ADVANCE FEES	.00
	15,951.06		LATE PAYMENT CHARGES	.00
			CREDITS	495.51
			PAYMENTS	4,829.57
		ACCOUNT BALANCE	15,951.06	

May  
2023



Company Name: SMCMVCD
Corporate Account Number [REDACTED]
Statement Date: 05-22-2023

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-28	04-27	24009583118600133210908	SCHOLASTIC EDUCATION 573-832-1834 MO	959.00	
05-01	04-28	74492153118868118079132	JOHN M ELLSWORTH CO INC 4143541414 WI	454.07	CR
05-02	05-02	24760623122300001458187	ALL BIRD PRODUCTS 888-5883892 AZ	60.50	
05-02	05-01	24043003122091973000322	THE SPORTS BASEMENT REDW REDWOOD CITY CA	187.14	
05-03	05-02	24492163122000041581905	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	30.00	
05-03	05-02	24692163122108206169040	SO *GREENCITIZEN, INC BURLINGAME CA	286.00	
05-04	05-03	24275383123900010400018	FLOURISH COMPANY 479-6773300 AR	957.00	
05-08	05-06	24767903127791201143427	LLBEAN-DIRECT 207-8654781 ME	78.82	
05-10	05-09	24231683130837000075467	SMART AND FINAL 453 SAN MATEO CA	27.38	
05-10	05-09	24431063129286823600257	HOLLINGER METAL EDGE INC 540-898-7300 VA	118.32	
05-10	05-09	24431063130091161000293	SANDBAG STORE LLC CHRIS@SANDBAG NV	118.72	
05-10	05-09	24755423129281292452185	FORESTRY SUPPLIERS INC 601-3543565 MS	221.34	
05-10	05-09	74083423130000000115339	SP PELACASE COM SASKATOON SK	149.85	
05-11	05-10	24049553130900011800393	THE RAVIOLI HOUSE 505 S B STREE CA	394.66	
05-11	05-10	24493983130700494060980	LAKESHORE LEARNING MATER 310-537-8600 CA	111.03	
05-11	05-10	24493983130700494060980	LAKESHORE LEARNING MATER 310-537-8600 CA	100.05	
05-11	05-10	24767903130808700458588	LLBEAN-DIRECT 207-8654781 ME	315.28	
05-12	05-10	24231683131837001308114	SAFEWAY #2878 MILLBRAE CA	24.06	
05-12	05-10	24231683131837001309443	SAFEWAY #2878 MILLBRAE CA	14.59	
05-12	05-10	24692163131105068438082	TST* BLUE LINE PIZZA - BU BURLINGAME CA	32.54	
05-18	05-16	24377353136000003784142	PET MEGAMART INC 307-3816311 WY	114.40	
05-18	05-16	24231683137837001202352	SAFEWAY #2878 MILLBRAE CA	20.97	
05-18	05-16	24943013137010192123063	THE HOME DEPOT #0632 SAN MATEO CA	70.11	
05-19	05-18	24692163138100964821773	4IMPRINT, INC 4IMPRINT.COM WI	588.55	
05-22	05-19	24231683140091005758606	OUTDOOR SUPPLY MILLBRAE MILLBRAE CA	28.21	
<b>BRIAN WEBER</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$0.00	\$800.11	\$0.00	\$800.11
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-19	05-18	24906413138174246353252	B&H PHOTO 800-606-8969 800-2215743 NY	800.11	

Department: 00000 Total:  
Division: 00000 Total:

\$6,105.56  
\$6,105.56

Agenda Item 6C

**BOARD COMMITTEE REPORTS**

**SUBJECT: Policy Committee**

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

The committee met with the Finance Committee on July 3, 2023, at 5:30 pm to discuss two policies. Committee Chairs Mason Brutschy (Finance), Robert Riechel (Policy), Ray Williams, Ron Collins, Carolyn Parker, and Donna Rutherford were attendees. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information and Technology Director Matthew Nienhuis, Operations Director Casey Stevenson, and Alexandra Barnhill, District Counsel.

The committees reviewed the new Draft **District Policies 6075 Investment Policy for Liquid Assets and 6140 Credit Card Use**.

**COMMITTEE RECOMMENDATION**

1. Approve **District Policy 6075 Statement of Investment Policy for Liquid Assets**
2. Approve **District 6140 Credit Card Use and update Policy 2220 Organizational Chart** to reflect minor edits.

Agenda Item 6D

**SUBJECT: Review new District Policy 6075 Statement of Investment Policy for Liquid Assets**

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**SUMMARY**

At their meeting on March 8, 2023, the Board of Trustees approved the selection of CalCLASS as the alternative depository for the District and authorized an initial transfer of \$200,000. As part of a review of best management practices for local government, the staff decided to update the liquid asset management investment policy of SMC MVCD (San Mateo County Mosquito and Vector Control District). The primary focus of the update is on how CalCLASS will invest the District's assets.

The objective of the policy is to provide clear investment guidance for the liquid assets of the District while ensuring compliance with California Government Code Section 53600 et. seq. and other relevant state laws.

To draft the policy, the District used the Local Agency Investment Guidelines provided by the California Debt and Investment Advisory Commission (CDIAC). CDIAC is responsible for offering information, education, and technical support on debt issuance and public fund investments to local agencies and professionals in public finance.

District counsel reviewed and is recommending this policy.

**RECOMMENDATION**

Approve **District Policy 6075 Investment of Liquid Assets**.

**MATERIALS ATTACHED:**

1. Draft Policy 6075 Liquid Asset Investment Policy
2. Draft Policy 6075 Liquid Asset Investment Policy Appendix A

**AVAILABLE UPON REQUEST:**

1. California Debt and Investment Advisory Commission's Local Agency Investment Guidelines





## **POLICIES AND PROCEDURES**

**TITLE:** **Statement of Investment Policy for Liquid Assets**

**NUMBER:** **6075**

**6075.10** The purpose of this policy is to comply with the legal requirements of California Government Code Section 53600 et. seq. and to provide clear guidance for the investment of all San Mateo County Mosquito and Vector Control District funds. In all instances, the District shall comply with state law requirements as are amended from time to time. In addition to the requirements of state law, the District:

- a) shall not purchase or sell securities on margin.
- b) shall not borrow funds for the sole purpose of arbitrage

**6075.20** This policy applies to all District liquid financial assets. This policy shall not apply to assets designated to cover the cost of retiree benefits, such as post-retirement health care plan funds, pension supplemental funds managed by the District, and those deposit with the Vector Control Joint Powers Authority.

### **6075.30 Investment Objectives**

The investment of all funds of the District is structured to achieve, in priority order, the goals of safety, liquidity, and yield within the parameters established by law.

The primary objective of the investment policy of the District is ensuring the safety of principals. To attain this objective, the District diversifies its investments using a mixture of securities offered by a variety of financial institutions. The goal will be to mitigate credit risk and interest rate risk. Most investments will be highly liquid. Maturities will be selected to anticipate cash needs, thereby, avoiding the need for forced liquidation. The District's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, considering the investment risk constraints of safety and liquidity needs.

### **6075.40. Ethics and Conflict of Interest**

Employees and investment officials shall disclose any material financial interests in the manner required by the District's Conflict of Interest Code.

Officers and employees shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District. Under no circumstances shall investment officers or employees accept gifts, trips, or any type of gratuity from individuals or institutions engaged in investment practices with the District.

**6075.50. Investment Authority**

The District's investment program is derived from California Government Code Section 53607. The Board of Trustees retains ultimate fiduciary responsibility for the portfolio. Therefore, the Finance Committee and Board of Trustees shall receive monthly reports, review policy 6075 annually, and provide feedback on the liquid assets investment strategy.

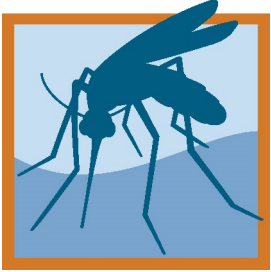
The Board has delegated the primary responsibility for the District's investment program and the authority to make investments on behalf of the District to the District Manager and Board President. Pursuant to Government Code Section 53607, this delegation shall be reconsidered during Policy 6075's review or request of a trustee.

Such investments shall be limited to the instruments authorized under applicable law, including California Government Code Sections 53601 and 53635 and further described in Appendix A. Unless removed by the District Manager, the District's Finance Director has the authority to access online financial information from the asset manager.

**6075.50. Authorized Financial Institutions and Broker/Dealers**

The District Manager/Finance Director will maintain a list of financial institutions authorized to provide investment services. Selection of authorized broker/dealers shall be made by the District Manager/ Finance Director with the guidance of the Finance Committee.

Selection of financial institutions to serve as depositories for the District shall be made by the District Manager/Finance Director with the guidance of the Finance Committee.



ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT  
CODE (AS OF JANUARY 1, 2022) APPLICABLE TO ALL LOCAL AGENCIES

INVESTMENT TYPE	MAXIMUM MATURITY <sup>c</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>d</sup>	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>e</sup>	None	53601(g)
Commercial Paper—Non-Pooled Funds <sup>f</sup> (under \$100,000,000 of investments)	270 days or less	25% of the agency's money <sup>g</sup>	Highest letter and number rating by an NRSRO <sup>h</sup>	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money <sup>g</sup>	Highest letter and number rating by an NRSRO <sup>h</sup>	53601(h)(2)(c)
Commercial Paper— Pooled Funds <sup>i</sup>	270 days or less	40% of the agency's money <sup>g</sup>	Highest letter and number rating by an NRSRO <sup>h</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>j</sup>	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% <sup>k</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% <sup>k</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>l</sup>	20% of the base value of the portfolio	None <sup>m</sup>	53601(j)
Medium-Term Notes <sup>n</sup>	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple <sup>p,q</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>r</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>s</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>t</sup>	N/A	None	None	16340
Supranational Obligations <sup>u</sup>	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

## TABLE OF NOTES FOR FIGURE 1

- <sup>A</sup> Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- <sup>B</sup> Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- <sup>C</sup> Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- <sup>D</sup> Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- <sup>E</sup> No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- <sup>F</sup> Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- <sup>G</sup> Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- <sup>H</sup> Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- <sup>I</sup> Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- <sup>J</sup> No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- <sup>K</sup> Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
- <sup>L</sup> Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- <sup>M</sup> Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- <sup>N</sup> "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- <sup>O</sup> No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- <sup>P</sup> A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- <sup>Q</sup> A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- <sup>R</sup> Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- <sup>S</sup> A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- <sup>T</sup> Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- <sup>U</sup> Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

Agenda Item 6E

**SUBJECT: Policy 6140 Credit Card Use**

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**BACKGROUND AND STATUS**

This policy serves as a guide for managing District credit cards, encompassing guidelines and procedures for credit card issuance, spending limits, authorization, accounting, and reporting. Its primary objective is to establish accountability and promote responsible use of credit cards within the agency.

The staff employs credit cards for various purposes, such as procuring goods and services, covering travel expenses, and authorized expenditures. To ensure adherence to the District's internal controls during these transactions, the staff must follow a standardized credit card policy, which has been lacking until now. This Credit Card Use Policy aims to address this issue by providing explicit guidelines for credit card management within the policy manual.

The policy outlines the usage of District credit cards and assigns responsibility for managing credit card accounts and settling credit card bills. It stipulates that credit cards should be issued to designated members of management as determined by the District Manager, while explicitly prohibiting their distribution or usage by members of the Board of Trustees. Additionally, the policy establishes spending limits for each card, including limits for individual transactions and overall account expenditure. Ultimately, this policy will establish a structured framework for credit card management and usage, fostering accountability, transparency, and responsible financial practices.

Policy 2220 Organizational Chart was included to reflect the minor edits from Assistant Manager to Operations Director and update the format.

**RECOMMENDATION**

Approve Draft **Policy 6140 Credit Card Use** and **Policy 2220 Organizational Chart** as presented.

**REFERENCE MATERIALS ATTACHED**

1. **Draft Policy 6140 Credit Card Use**
2. **Draft Policy 2220 Organizational Chart**



**POLICIES AND PROCEDURES**

**TITLE:** Credit Card Use

**NUMBER:** 6140

**6140.10 Purpose and Scope:** The purpose of this policy is to prescribe internal controls for managing District credit cards. It applies to all individuals authorized to use District credit cards and/or responsible for managing credit card accounts and/or paying credit card bills.

**6140.20 Implementation:** Credit cards shall be issued to the members of management as determined by District Manager. Credit cards shall not be issued to or used by members of the Board of Trustees.

**6140.30** The District has set spending limits on each card.

Limits for each card are as follows:

<u>Cardholder:</u>	<u>Single Transaction Limit:</u>	<u>Account Limit:</u>
Administration	\$ 2,000	\$ 20,000
Lab Director	\$ 2,000	\$ 20,000
Operations Director	\$ 2,000	\$ 20,000
District Manager	\$ 10,000	\$ 50,000

**6140.40** When an employee is issued a credit card for the first time, they shall sign a statement that they have read, concur with, and accept this policy governing credit card use and accounting procedures.

**6140.41** When authorized users purchase with a credit card, they must fill out a Credit Card Purchase Authorization Form for each transaction prior to purchase.

**6140.42** The Accountant, District Manager, Finance Director, and cardholder will approve the Credit Card Purchase Authorization Form before payment.

- 6140.43** The Finance Department will reconcile the Credit Card preauthorization forms for each purchase made with that card.
- 6140.44** The District Manager and a Board Officer (authorized signer on the District's checking account) will review the credit card packet before signing the check to the credit card company.
- 6140.45** The Finance Director shall provide a monthly Financial Report to the Board of Trustees, including the District Credit Card report, listing all individual credit card charges and the Credit Card Summary Statement showing the total for all cards.
- 6140.46** The spending limits on each card referred to in Section 6140.30 may be increased by the District Manager for one-time budgeted purchases of services, supplies, equipment, or other operational expenditures.

**Issued:** June 12, 2023  
**Reviewed by Policy Committee:** June 3, 2023  
**Reviewed By Finance Committee:** June 3, 2023  
**Board Approval:**

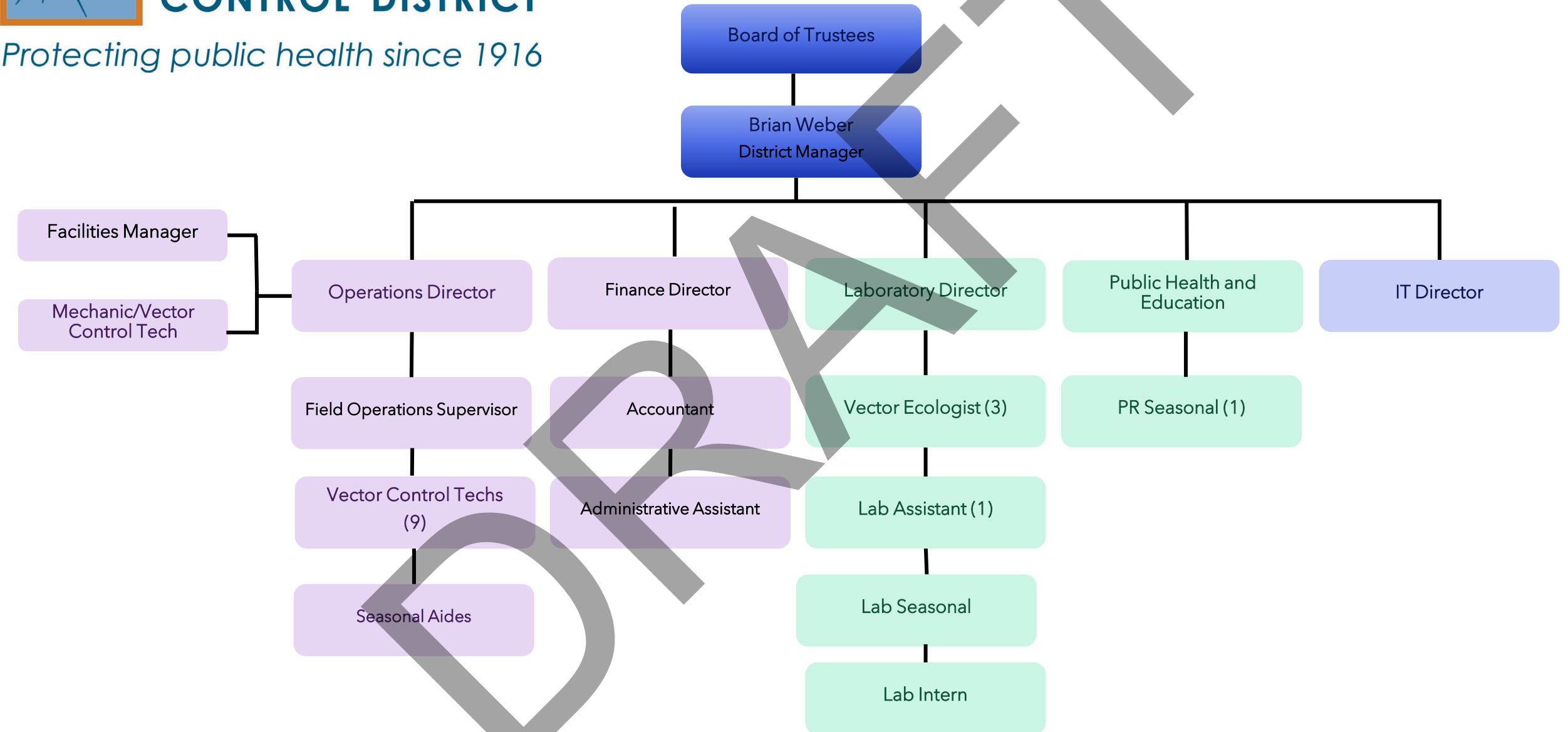
DRAFT



# SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

*Protecting public health since 1916*

# SMCMVCD Org Chart







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**1415 N. Carolan Ave. Project Management Report**

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**Reporting date**

6/1/23-6/30/23

**Project objective(s)**

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

**Work completed in June**

1. Received a thirty-page cost estimate on projects and sub-projects
2. Hired an external consultant to aid in reviewing the project cost list
3. Identified projects on the list that are required per city code, ADA, public safety

**Work planned to complete in July**

1. Identify all projects that are required and fit into the District's budget
2. Identify if alternate funding sources are necessary
3. Meet with Real Estate Committee in late July

**Outlook for the remainder of 2023**

1. Begin working with an architectural firm to create construction documents

**Budget status and outlook**

**Budget spent to date:                    \$120,719.58**

**Budget remaining:                    \$29,280.42**



# Agenda Item 7.A. - Operations Staff Program Reports

## Field Operations June 2023

### Tides and the Effect it Has on mosquito control in San Mateo County

As many of us know, the position of the sun and the moon affect the tides in San Mateo County and around the world. Three to four times a year, a "King Tide" event occurs in the Northern Hemisphere when the sun and moon are closest to the Earth. Tides can also be higher than average during "full" or "new" moon events, which occur twice per lunar month. Both of these celestial events can flood our local marshes with brackish water.

These flooded marshes are ideal for day-biting, saltwater marsh mosquito production (*Ae. dorsalis* and *Ae. squamiger*). District staff inspects these areas accordingly: during the warmer months, inspection occurs 5-7 days after an above-average tide, and in the colder months, 3-4 weeks. District staff uses several online platforms that predict tide levels, so appropriate planning for inspecting tidal marshes can be done.

Some areas of San Mateo County that District staff inspects include Pillar Point Marsh in Half Moon Bay, Faber Marsh in East Palo Alto, east of Shorebird Park in Foster City, and Outer Bair Island in Redwood City. Bair Island is approximately 92 acres and requires a boat to access.

High tides creating mosquito habitat, and controlling *Aedes* mosquitoes, is one of the primary reasons San Mateo County Mosquito & Vector Control was formed. In 1904 control work was initiated in San Mateo, Burlingame, and Hillsborough when entomologists determined that 95% of the mosquitoes' biting residents were from salt marshes along San Francisco Bay. In 1915 the California legislature passed the Mosquito Abatement Act, which gave local governments the power to obtain revenues and form special districts to control mosquitoes.

Over time San Mateo County has had a significant amount of growth, development, and cooperation from stakeholders who manage these areas, reducing the amount of salt marsh we inspect for mosquitoes. Even though the inspection method has mostly stayed the same, it has become more efficient with the introduction of modern equipment and mosquito larvicides that can control mosquitoes for up to 40 days in these specific habitats. The knowledge we have gained over the years from the early innovators in mosquito and vector control still supports how we protect public health today.



Figure 1– Approximate area of inspection at Bair Island by District staff. Vector Control Technician Evan Ostermann inspects for mosquitoes on Bair Island.



# Agenda Item 7.A. - Operations Staff Program Reports

## District Staff in Action

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*Figure 2 and 3 –Stagnant water found underneath a house filled with juvenile and adult mosquitoes found during an inspection for mosquitoes in East Palo Alto.*



# Agenda Item 7.A. - Operations Staff Program Reports



Figure 3-Seasonal Vector Control Technicians Bill Glasspole and Ric Peralta prepare for their busy day controlling mosquitoes.



# Agenda Item 7.A. - Operations Staff Program Reports

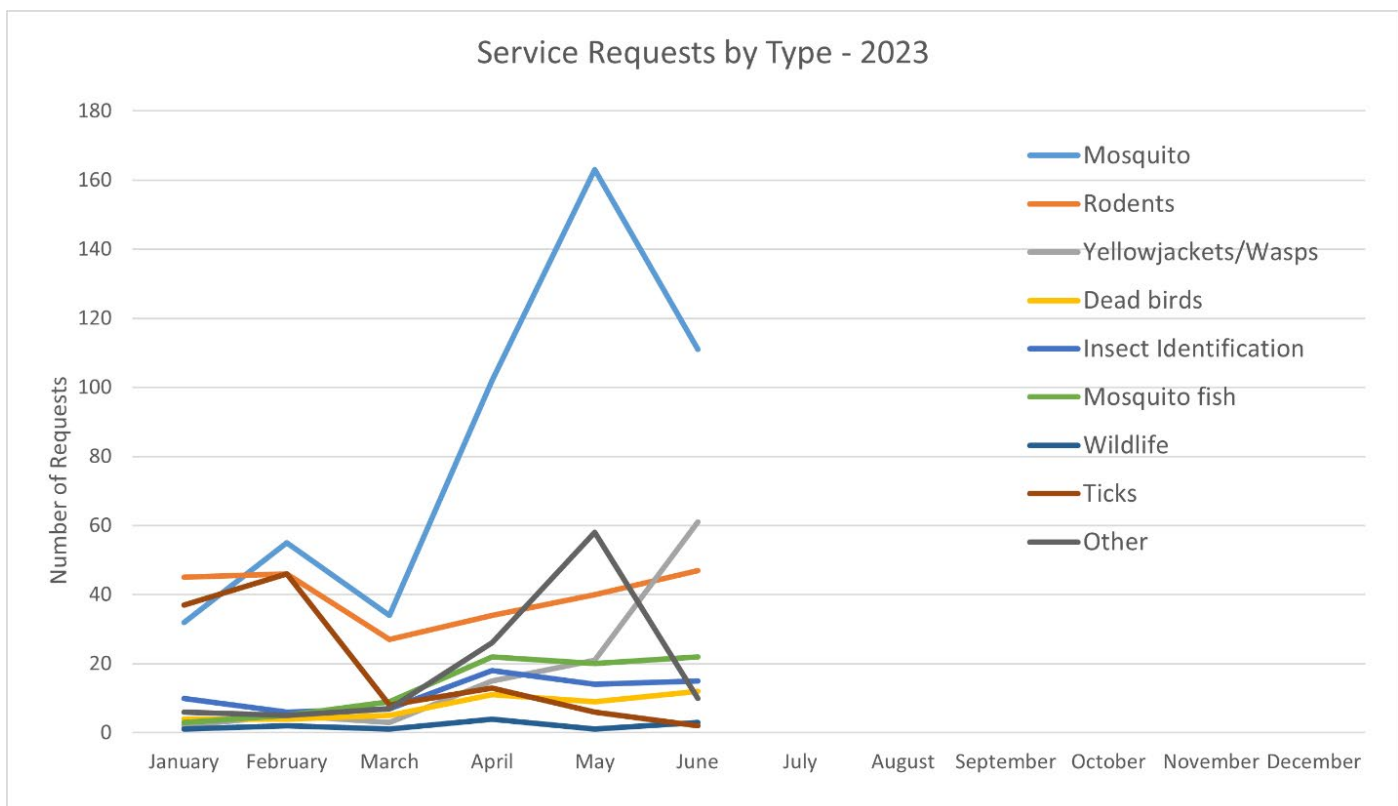
**June 2023 Service Requests**

<u>Type of Request</u>	<u>June 2023</u>	<u>5-year June average</u>
<b>Mosquito</b>	111	113
<b>Yellowjackets/wasps</b>	61	140
<b>Rodents</b>	47	42
<b>Mosquito fish</b>	22	19
<b>Insect identification</b>	15	14
<b>Dead birds</b>	12	15
<b>Wildlife</b>	3	5
<b>Ticks</b>	2	1
<b>Other</b>	10	15
<b>Total</b>	<b>283</b>	<b>363</b>

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

Total service requests this June are below the five-year average for the month (283 requests compared to an average of 363). The below average number is because the number of yellowjacket service requests is less than half of the average for June (61 compared to a five-year average of 140). At this time of year, yellowjacket requests are usually the most frequent service request, whereas this June, mosquito-related requests remain the most frequent.

The "other" category also included insect-related requests regarding midges, cockroaches, and bees, and also non-insect related requests involving mites.





# Agenda Item 7.B. – Laboratory Staff Program Reports

## Lab Activities in June 2023

### Is malaria on the rise in the United States?

Last month, five malaria cases were diagnosed in separate outbreaks in Florida (four cases) and Texas (one case). The Centers for Disease Control and Prevention (CDC) believe the two outbreaks were unrelated and are investigating the circumstances. Cases in both states were locally acquired, meaning the disease was not associated with travel to a country where malaria is endemic.

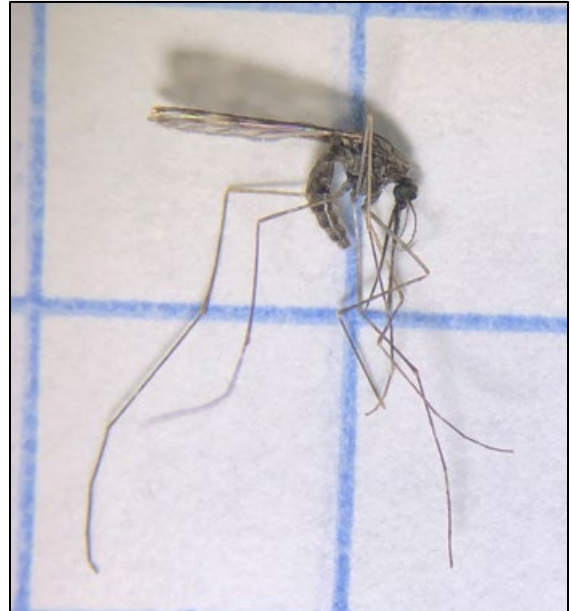
Malaria has not been a significant disease in the United States since the 1940's and 50's, when it was primarily eradicated through an aggressive mosquito control campaign. Today, malaria is most common in tropical and subtropical areas, including parts of Africa, Asia, and Latin America.

Historically, malaria was the cause of significant mortality throughout North America, including California. The disease was rampant in the state during the gold rush era, where it had a devastating impact on Native American tribes. The last known local transmission of malaria in California occurred in 1989. In recent years, about 100 travel-related cases have been reported in the state annually.

Malaria is a serious illness caused by small parasites of the genus *Plasmodium*. These parasites infect and multiply inside red blood cells until the cells themselves burst. Symptoms of malaria include fever, shaking chills, headache, muscle aches, and tiredness, and the disease can be fatal. The illness spreads from person to person via bites from infected *Anopheles* mosquitoes. While *Plasmodium* no longer regularly occurs in the United States, the potential vector mosquitoes are widespread. San Mateo County has three mosquito vector species for malaria: *Anopheles freeborni*, *Anopheles punctipennis*, and *Anopheles hermsi*. The District laboratory traps *Anopheles* mosquitoes every summer to understand the distribution of *Anopheles* mosquitoes throughout the county.

Despite the recent cases in Florida and Texas, the CDC assures us that the chance of catching malaria in the United States remains extremely low. Residents can minimize the risk of any mosquito-borne disease by controlling mosquito breeding and avoiding mosquito bites. This includes dumping and draining containers that hold standing water, using EPA-registered insect repellents, and reporting mosquito problems to the District.

For more information, see the CDC Health Advisory on the recent malaria cases in Florida and Texas: <https://emergency.cdc.gov/han/2023/han00494.asp>



A local *Anopheles* mosquito, collected by District staff. Several species within this genus can vector malaria.



# Agenda Item 7.B. – Laboratory Staff Program Reports

## WNV 2023 Season

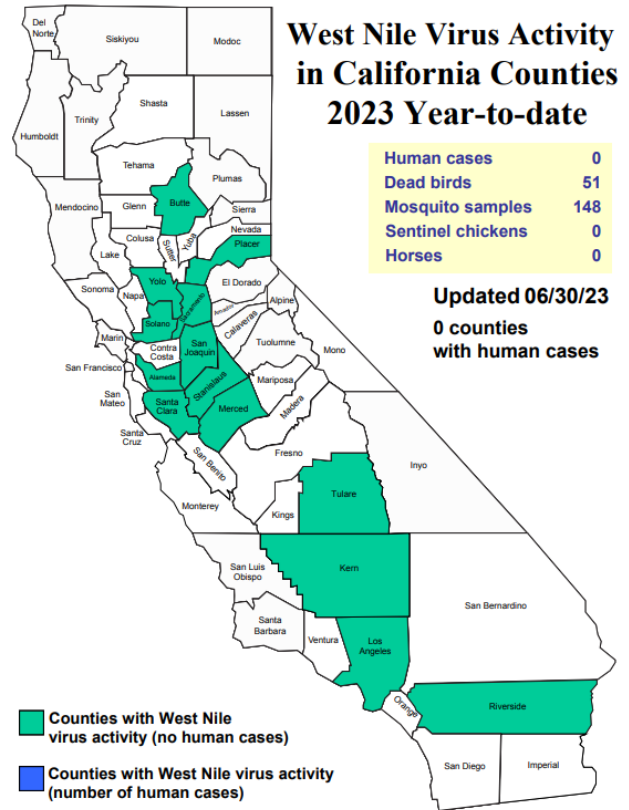
### San Mateo County

To date, West Nile virus (WNV) has not been detected in any dead bird, mosquito, or sentinel chicken samples in San Mateo County in 2023.

### California

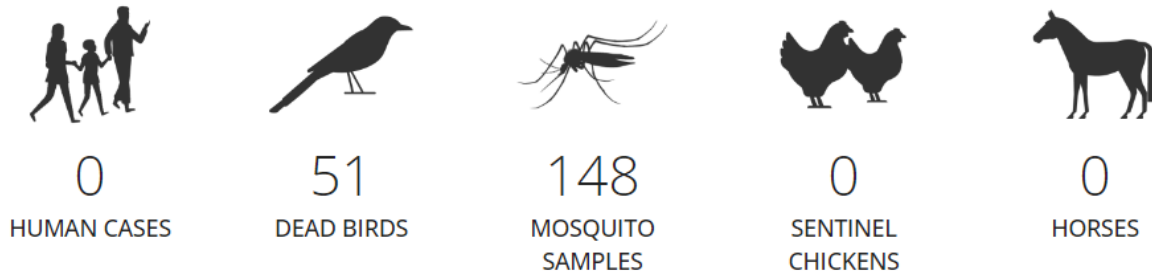
As of June 30, 2023, WNV has been detected in fourteen counties statewide, including three in the coastal region: Alameda County, Solano County, and Santa Clara County. Statewide, of the 2,689 dead birds reported to the dead bird hotline, 575 have been tested, and 51 have tested positive for WNV (9%). Additionally, 148 mosquito samples have tested positive for WNV. No sentinel chickens have tested positive for WNV, and no human or horse cases were reported in California.

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



## 2023 WEST NILE VIRUS ACTIVITY IN CALIFORNIA

LAST UPDATED: JUN 30, 2023 4:24PM PST



### West Nile Virus Dead Bird Hotline

Would you like to help us protect against mosquito-borne illnesses? The California Department of Public Health's West Nile virus call center is now open with live operators. Residents who find a dead bird in good condition (head and eyes intact and not infested with flies or ants) should call **1-877-WNV-BIRD** (1-877-968-2473) or file a report online at [westnile.ca.gov](http://westnile.ca.gov). If suitable for testing, a District staff member will bring the bird back to the lab and test the carcass for the presence of mosquito-borne disease.



# Agenda Item 7.B. – Laboratory Staff Program Reports

## Tick Surveillance for Water Year 2022-2023

During June, Laboratory staff continued collections for Western black-legged tick (*Ixodes pacificus*) nymphs at Burleigh H. Murray Ranch State Park, near Half Moon Bay. They also inspected a local preschool where students reported encountering ticks in outdoor areas. Peak nymphal tick season typically comes to an end in June.

Tick Collections from parks and neighborhoods in Water Year 2022-2023 (through June 2023)

Park/Neighborhood	Nearest City/Town	Number of <i>Ix. pacificus</i> adults	Number of <i>Ix. pacificus</i> nymphs
Edgewood County Park	Redwood City	116	55
Hidden Canyon Park	Belmont	270	
San Pedro Valley Park	Pacifica	196	
Mori Point	Pacifica	0	
Memorial Park	Pescadero	39	
Mills Canyon Park	Burlingame	18	
Milagra Ridge	Pacifica	17	
Frontierland Park	Pacifica	245	
Pescadero Marsh	Pescadero	300	
Burleigh H. Murray Ranch	Half Moon Bay	394	
North Hillsborough	Hillsborough	263	
Portola Redwoods	La Honda	383	
Portola Valley Ranch	Portola Valley	409	126
Sweeney Ridge	San Bruno	29	
Wunderlich Park	Woodside		45
Eaton Park	San Carlos		60
Windy Hill	Portola Valley		80
Burleigh H. Murray Ranch	Half Moon Bay		10



Vector Ecologist Theresa Shelton checks a sampling flag for ticks. District staff collect ticks by running a flannel flag over vegetation. If ticks are present, they will grab on to the cloth. Ticks can then be tested for the presence of pathogens.











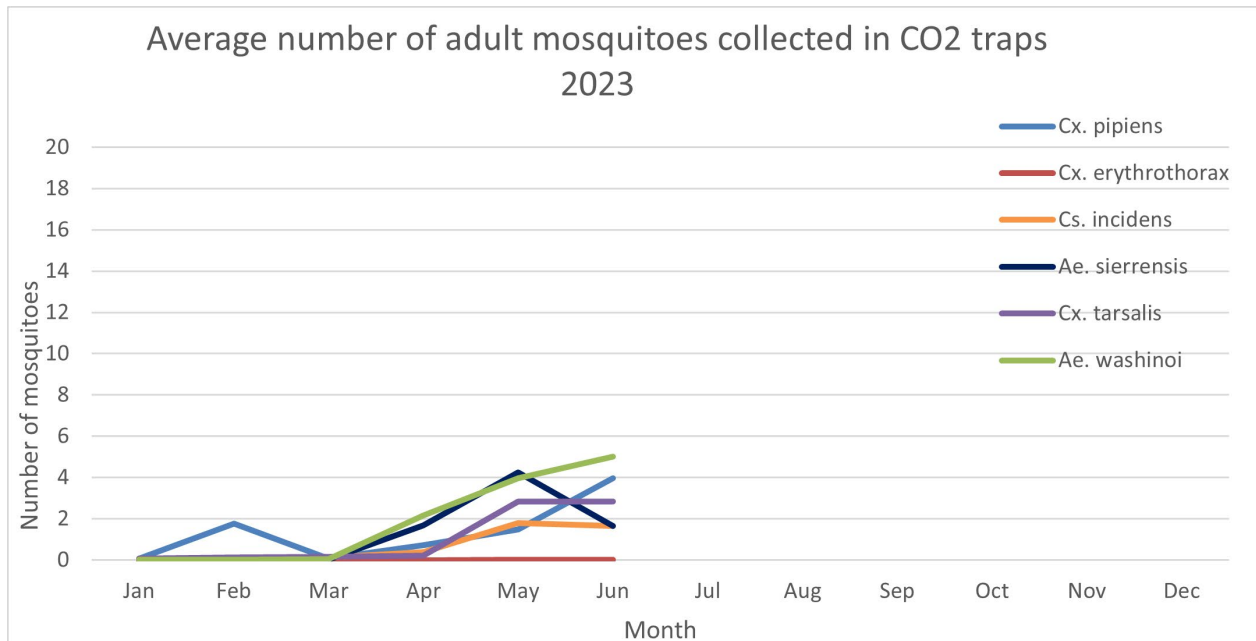
# Agenda Item 7.B. – Laboratory Staff Program Reports

## CO<sub>2</sub> Traps – Average adult mosquitoes collected per trap per night

In June, the adult mosquito species most frequently collected in traps was *Aedes washinoi*, averaging 5 per trap. This mosquito peaks in abundance during spring as it emerges from ponds and pools filled with rainwater. *Culex pipiens* numbers are below the average for this month (3.96 per trap compared to an average of 8.50). This low abundance is fortunate because *Culex pipiens* is an important vector of WNV in California. *Culex erythrothorax*, a mosquito that breeds among tules (cattails) in ponds and lakes, has been almost entirely absent from trap collections this year, with an average of 0.012 per trap in June. This mosquito can emerge in massive numbers in the spring and summer but generally doesn't fly far from its water source.

The following table and graphs show the average number of adult mosquitoes collected per CO<sub>2</sub> trap per night during June.

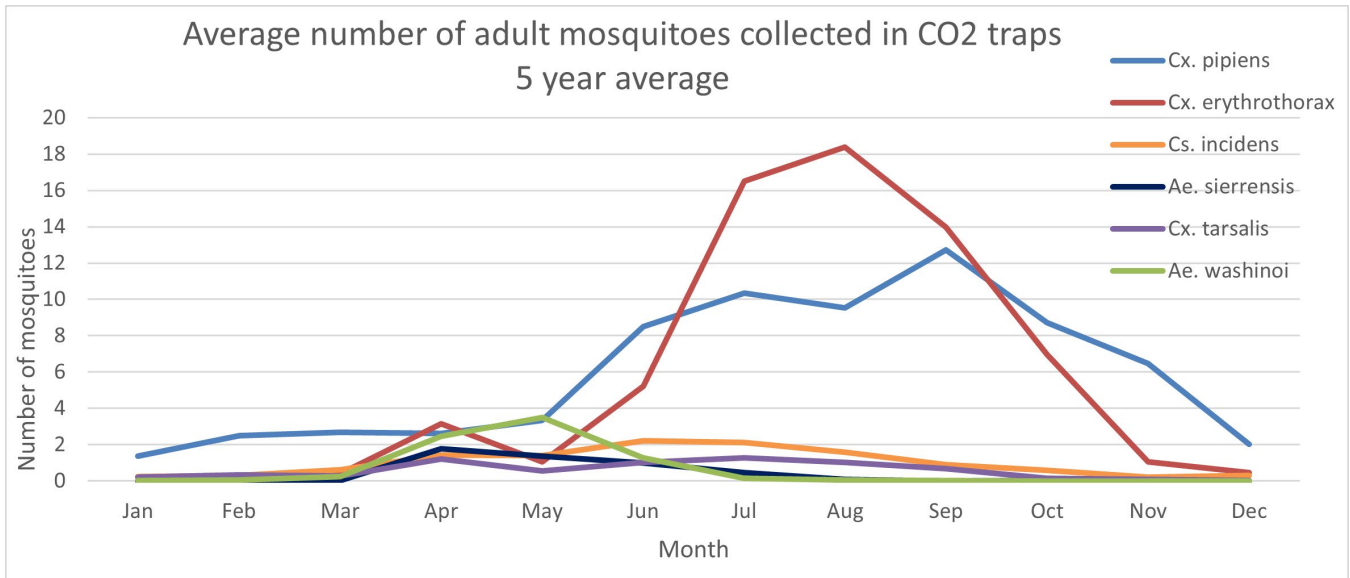
Species	June 2023	5-year June average
 <i>Aedes washinoi</i>	5.000	1.268
 <i>Culex pipiens</i>	3.963	8.495
 <i>Culex tarsalis</i>	2.845	1.008
 <i>Aedes sierrensis</i>	1.634	0.997
 <i>Culiseta incidens</i>	1.640	2.200
 <i>Culex erythrothorax</i>	0.012	5.210



Average number of adult mosquitoes collected in CO<sub>2</sub> traps per trap per night during 2023. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



# Agenda Item 7.B. – Laboratory Staff Program Reports



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



Mosquitoes are collected in an overnight trap and sorted in the District laboratory. Any vector species are tested for the presence of pathogens.



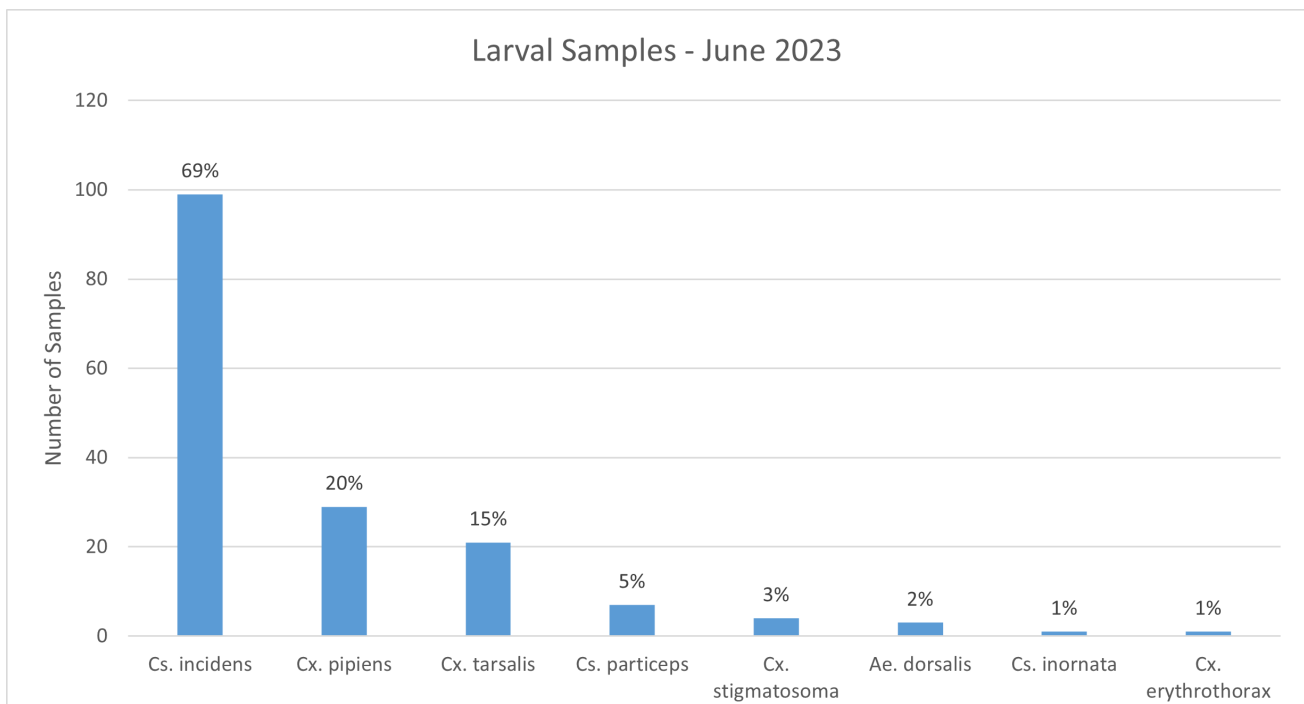
# Agenda Item 7.B. – Laboratory Staff Program Reports

## Larval Surveillance

During June, mosquito larval samples from seasonal impounds decline. Summer samples are often collected from residential areas, such as backyard fountains and fish ponds, water under buildings, storm drains, yard containers, and treeholes. Some are also collected from pockets along creeks. District staff collected 143 larval samples in June. 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 collected samples contained larvae from eight different mosquito species. Larval samples in June were dominated by *Culiseta incidens*, present in 99 of the 143 samples (69%). This mosquito is present year-round in San Mateo County and is frequently collected from fish ponds, containers holding water, and freshwater impounds. The high numbers of *Culiseta incidens* samples reflect an effort by the operations department to collect samples from residential sources. This data provides a record of the species present from a given source and is helpful in the detection of introduced species.

Other commonly collected species were *Culex pipiens* (20% of samples) and *Culex tarsalis* (15% of samples). *Culex pipiens* breeds underground sources such as storm drains and backyard sources, containers holding water, and small fountains or bird baths, whereas *Cx. tarsalis* breeds in a variety of freshwater sources such as marshes, ponds, and ditches. Both species of *Culex* mosquitoes are important vectors of West Nile virus. Controlling mosquitoes in the larval stage is the best way to prevent disease during summer.



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



# Agenda Item 7.C. Staff Program Reports

## Public Health Education and Outreach, June 2023

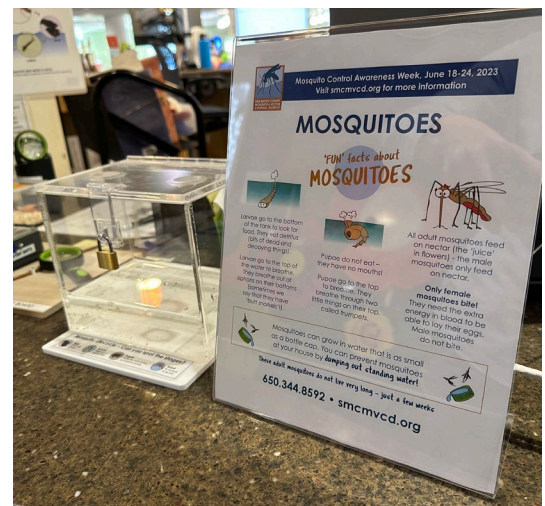
### Outreach, Website Analytics/Social Media, & Post-Service Request Feedback

#### Outreach and Activities

- Staff wrapped up the 2022-2023 school year with a presentation at a preschool in South San Francisco. Staff visited 127 classrooms during the academic year, reaching nearly 2,600 students and 170 teachers.
- The District had a large display at the San Mateo County Fair the first week of June. Based on counts of materials handed out, an estimated 500 people learned about the District during the Fair. Rachel staffed the booth for several days; people commented on enjoying the historical aspect of this year's display, including sharing some of their own stories about the area's history.
- San Mateo County Libraries and the libraries of San Mateo, Burlingame, and South San Francisco hosted mosquito displays and information during Mosquito Control Awareness Week. Small aquaria with mosquito larvae, pupae, and adults were displayed in the libraries for the second half of June to allow visitors to see the life cycle and learn about district services.
- Collaboration with San Mateo County Libraries continued, with programs provided at the Foster City, Half Moon Bay, San Carlos, and East Palo Alto libraries this month – children had fun hunting for mosquito larvae. Staff arrived early to set out planters, toys, tires, and other items typically found breeding mosquitoes in backyards. Each item had a bit of water and mosquito larvae 'planted' for the children to find, collect, and then draw to learn about the mosquito life cycle.
- Evan staffed at Belmont's Music in the Park event.
- Rachel presented to the Burlingame Rotary Club.
- The District loaned insect-related items to the Big Lift Inspiring Summers program at various sites so students can see the mosquito life cycle and learn about insects. These materials are the same materials used during the school year, and this collaboration is a great way to maximize the use of these District resources.



District display at the San Mateo County Fair in June of 2023.



Mosquito display at the San Carlos library.



# Agenda Item 7.C. Staff Program Reports

- In June, Seasonal Outreach Assistant Elizabeth joined the District staff. She has prepared materials, data entry, and analysis and assisted with summer library programming throughout the County.



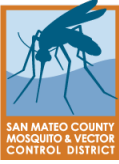
*Seasonal Assistant Elizabeth shows mosquito larvae to a child as part of an activity at the Half Moon Bay library.*

## Website Analytics & Social Media

- In June 2023, there were approximately 5,700 website visits, which decreased compared to May 2023 (6,556 visits) and a 61% increase over June 2022 (3,542 visits). These differences are likely due to the dramatic midge increase in parts of San Mateo, Foster City, and Redwood Shores that lingered a bit through June. Midges resemble mosquitoes, but these midges do not bite and do not pose a risk to human health.
- Top 10 pages for June 2023 included the homepage and pages on mosquito-like insects, District homepage, yellowjacket nest treatment, midges, service requests page, bites of unknown origin, biting mites, yellowjackets and wasps, rabies, yellowjacket identification, and insect identification. The increased visits to pages about yellowjackets were partially due to an online mobile conquering ad campaign from May through June to raise awareness of the District's yellowjacket service in outdoor/gardening audiences.

## Post-Service Request Feedback

- "The Vector Control Representative was very knowledgeable, Professional, and Courteous. Thank You for the valuable service Vector Control provides to the Residents of San Mateo County!"
- "I am extremely grateful for the excellent service. Devina was very helpful and kind on the phone, and suggested I bring the bug in for ID. The entomologist was great, and ID'd it quickly for me. Once I knew what kind of mite it was, I was able to get my home treated and feel so much better now. I am so appreciative for the prompt and professional service. Great job you guys!"
- "The two folks that came were kind, courteous, and professional. They gave us helpful information and insights and reassured us about questions we weren't clear on. Lovely experience. I appreciated the quick response of the office and experienced the same courtesy and professionalism with everyone I encountered."



# Agenda Item 7.D. – Information Technology Staff Program Reports

## Information Technology July 2023

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### *Discourse on IT Infrastructure*

#### **Summary**

- RF bridge vs site-to-site VPN

#### **Improving our network**

With the plans for the new building coming on the horizon, the need for improvements to our networking infrastructure will follow suit. Currently, the need to support devices at 1415 Carolan is minimal. However, as we integrate more devices into our domain in the future, this need is expected to increase. I plan to implement one of two potential solutions to extend our domain to the new building.

Option one is an RF (Radio-frequency) Bridge, allowing us to extend our domain to the other building with minimal impact on our existing infrastructure. An RF Bridge operates independently of the existing network, so it wouldn't be a tall task configuring settings and making sure it integrates nicely. Think of it as running a long network cable to the other building. That is essentially what this device does. This would also allow users in the other location to access network resources even during a service outage, assuming there is power to both sites. This solution has a drawback as a line of sight to the other receiver is required. This means that if something obstructs the line of sight, the connection will be broken until the obstruction is cleared.

Option two is a site-to-site VPN. This creates a tunnel between two networks and bridges the traffic when accessing a resource. This creates a connection between two independent networks rather than making one merged network. This is also a solid option, but limited bandwidth could create potential issues if many users are trying to access resources at the other location simultaneously. Also, this connection would be interrupted and unusable during a service outage. It also requires more effort to optimize the traffic over the VPN. The VPN would also not depend on physical distance factors and does not require a line of sight.

Both options have advantages and disadvantages, but I find ourselves in a unique situation as our offices are so close together. Most of the time, a secondary office is so remote that a site-to-site VPN is one of the only viable options. Since we are so close, we drastically mitigate the drawbacks inherent to an RF Bridge. We are still in the early stages of planning, but I wanted to inform the Board of our options.

Agenda Item 8

**MANAGER’S REPORT**

**Credit Card Review**

At their June 14, 2023, meeting, the Board of Trustees asked management to present information to the Finance Committee, ensuring that there was no better credit card suited to the district’s needs. The staff has discussed the purchasing card program with several banks to determine if additional benefits could be gained. The table below summarizes that information.

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT CREDIT (PURCHASING) CARD COMPARISONS AS OF JUNE 25, 2023							
FEATURES:	U.S. Bank *	Umpqua Bank	City Bank(2)	Wells Fargo Bank (1)	Capital One	Chase Bank (3)	Bank of America
Virtual Cards (Instant Card)	Yes	Yes	Yes	Yes	Yes	Yes	No
Temporary Use	Yes	Yes	Yes	No	Yes	No	No
Annual Fee (Card Only)	No	No	No	No	No	No	No
Rebate	1.50%	1.10%	1.5%	2.0%	1.5%	1.5%	1.5%
APR (if balances no paid timely)	Variable	Variable	Variable	Variable	Variable	Variable	Variable
AccessibleBy Mobile Devices	Yes	Yes	Yes	Yes	Yes	Yes	No
Expense Management Software	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Annual Expense Management Fee	\$480	\$1,200	??	NA	NA	NA	NA
Sponsored	St. of CA	CSDA	NA	NA	NA	NA	NA

\*Calcard (Presently Used)

(1) Wells Fargo business card no longer available until August, 2023

(2) City Bank/Costco Bank Corporate Liability Card

(3) After discussion with Chase bank, advised to use U.S. Bank due to significant administrative filings and procedures we would have to go through

In summary, the two cards currently considered for use by the district, US Bank and Umpqua Bank, are still the best for the District because they offer all the desired security features, upgraded functionality, and a competitive rebate percentage.

**Agency Collaboration**

On June 24-26, 2023, Manager Weber attended the California Special Districts Association (CSDA) General Manager Summit. The Leadership Summit brought together leaders from various special districts across California to discuss and address key issues facing their organizations. The event aimed to provide a platform for networking, collaboration, and knowledge sharing among the participants.

Some of the relevant discussions included:

**Powerful Leadership: Effective Tips for Stellar General Managers**

- Effective leadership and ethics go hand in hand
- Creating objectives for your District
- Determining performance standards
- Implementing and evaluating a plan and communicating that plan
- Understanding legal obligations and hurdles

In **Legislative Relations 201**, Kyle Packman, Advocacy and Public Affairs Director, CSDA, discussed:

- Ensuring your district is healthy and prepared for public scrutiny
- Knowing the problem, who the stakeholders are, and how it will affect your residents
- Prioritizing relationships and trust
- Knowing your story and how to tell it

**Renewable energy projects and Inflation Reduction Act subsidies** discussed how a district reduced energy costs and increased sustainability by implementing a broad mix of energy efficiency measures and solar photovoltaic systems installed by Centrica Business Solutions and financed through the CSDA Finance Corporation. Additional details were provided on how this type of financing works. Further, the presentation highlighted California Government Code Section 4217.

About the California Renewable Energy Resources Program. The code outlines the program's intent, defines key terms, establishes eligibility criteria for renewable energy resources, and addresses program implementation and administration. Its purpose is to promote renewable energy development and utilization in California.

**Upcoming Meetings**

The California Special District Association (CSDA) will hold its Annual Conference on August 28 – 31, 2023, in Monterey, CA. This is recommended for all Board members to attend every 3-5 years but highly recommended for all new Board members.

The CSDA conference allows special district leaders from across the state to meet with industry suppliers and hear from the best in special district-specific topics with over 30 breakout session options. Read more about CSDA using the following [Home - California Special Districts Association \(csda.net\)](https://www.csdanet.org/).



On Monday, August 28, the CSDA conference will also include Governance Foundations training. This training is required for all Board members to receive the District Transparency Certificate of Excellence from the Special District Leadership Foundation (SDLF) (read more about SDLF and its certificates below).

### **California Class**

After being approved by the Board at their March 8, 2023, meeting. Staff worked with California Class or CalClass on completing everything necessary to use them as an alternate depository for district reserve funds. During the last week of April, a deposit in the amount of \$200,000 was transferred from the San Mateo County Controller to the CalClass interest bearing account. **Since its inception, the fund has had a yield of 5.1787% as of July 7, 2023. And a total income earned of \$1,911.86.**