



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

April 1, 2024

5:30 PM

AGENDA

The Finance Committee is not a decision-making body and can only make recommendations to the Board. All decisions are made by the full Board at the monthly meeting of the Board of Trustees.

IMPORTANT NOTICE REGARDING MEETINGS:

- The District's Board Room is open to the public at this time.
- The meeting will be conducted via teleconference using Zoom.
- All public members seeking to observe and/or address the local legislative body may participate in the meeting telephonically or electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

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**.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting, at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to resolve such requests swiftly to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

1. CALL TO ORDER

2. ROLL CALL

Ron Collins (Chair), City of San Carlos _____
Muhammad Baluom, City of Millbrae _____
Ray Williams, Town of Portola Valley _____
Robert Riechel, City of San Bruno _____
Michael Yoshida, City of South San Francisco _____
Mason Brutschy, Town of Atherton _____
Kati Martin, City of Half Moon Bay _____

3. PUBLIC COMMENTS AND ANNOUNCEMENTS

This time is reserved for members of the public to address the Finance Committee of the Board relative to matters of the Committee 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).

4. REGULAR AGENDA

A. Review the Preliminary Financial Report for FY 2023-24 as of February 29, 2024.

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to recommend the Board approve the Financial Report for FY 2023-24 as of February 29, 2024

B. Status report on 1415 North Carolan Ave, Burlingame

Report by: District Manager Brian Weber

ACTION: No action is necessary; information only.

C. Report on increasing Trustee compensation.

Report by: District Manager, Brian Weber

ACTION: Recommend forwarding it to the Board of Trustees for further discussion with proposed alternatives.



Item 4A

**Preliminary
Monthly Financial Report
Month Ending February 2024**

Staff Recommendation: Motion to recommend approval of the February 29, 2024, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through February 29, 2024 (YTD) were \$ 4.6 million, total expenditures YTD were \$ 4.3 million; and the change in fund balance was \$ 296.2 thousand. The District had \$ 5.9 million in cash available in County Treasury and \$ 3.8 million in Cal CLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2023:	\$ 9,062,890	\$ 754,020	\$ 9,816,910
Revenues/Resources	\$ 4,599,352	\$ 12,493	\$ 4,611,845
Due To (From) Funds	\$ -	\$ -	\$ -
Prior Year Adjustment	\$ 3,606	\$ -	\$ 3,606
Expenditures	\$ 4,242,557	\$ 73,111	\$ 4,315,667
Change in Fund Balance	356,795	(60,618)	\$ 296,177
* Ending Fund Balance	\$ 9,423,291	\$ 693,402	\$ 10,116,693

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 143,930	\$ -	\$ 143,930
Pension Rate Stabilization Reserve	\$ 110,183		\$ 110,183
Assigned (Capital Improvements)	\$ -	\$ 693,402	\$ 693,402
Public Health Emergency Fund	\$ 800,000	\$ -	\$ 800,000
Natural Disaster Emergency Fund	\$ 650,000	\$ -	\$ 650,000
Real Property Acquisiton Fund	\$ 2,434,670	\$ -	\$ 2,434,670
Debt Service Repayment Fund	\$ 1,000,000	\$ -	\$ 1,000,000
Unrestricted Fund Balance	\$ 4,284,508	\$ -	\$ 4,284,508
Total	\$ 9,423,291	\$ 693,402	\$ 10,116,693



Budget Variances

Revenues

Actual revenues received through February 29, 2024, were over budget by \$ 408,690 resulting from Other Revenue (\$ 169,588); Program Revenue (\$ -28,921); Property Tax Revenue (\$ -52,496); Other Tax Revenue (\$320,519). These variances are the result of timing differences between the monthly estimates used for the budget and actual receipts of revenue on a monthly basis.

Expenditures

Expenditures through February 29, 2024, were under budget by \$ 697,053, primarily due to the timing of expenditures contained in the table below:

Budget Category	Over/ Under	Variance	% of YTD Budget	Explanation
Salaries & Wages	Over	\$35,538	101.7%	Timing of expenditures both permanent and seasonal employees
Employee Benefits	Over	\$24,144	102.5%	Increased use of employee fringe benefits
Administration	Under	\$26,454	87.4%	Timing of PEIR expenditures
Insurance	Under	\$10,457	94.5%	Budgetary savings of insurance premiums
Facility Maintenance	Under	\$17,829	51.1%	Timing of facility maintenance expenditures
Operations	Under	\$25,488	82.5%	Timing of pesticide and helicopter expense
Fleet Maintenance	Under	\$17,423	57.8%	Timing of Fleet Maint. Exp.
Capital Improvements	Under	\$667,509	9.9%	Timing of expend. related to N. Carolan

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 \$ 10,000.

Questions

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

Approval

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



Attachments:

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

Month

YTD

YTD compared with adopted budget

4. Accounts Receivable Aging Summary

On the February 29, 2024 summary, accounts receivable outstanding greater than 90 days total is \$ 34,154, primarily from the California Invasive Plant Council (\$ 33,591) and the San Francisco Airport (\$ 563). Up to date, as of March 26, 2024, total receivables outstanding from all sources over 90 days is \$ 11,239, principally from the California Invasive Plant Council. Staff are currently contacting agencies to ensure collections.

5. Cash Activity & Reconciliation to County

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

6. Payroll Disbursement

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

7. Check Detail

This month, the District wrote General Fund checks numbers from 2559 to 2623. Last month's check number ended at 2558. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In February 2024, 65 checks written from the General Fund totaled \$162,161.37. In addition, the District wrote 4 checks from the Capital Fund totaling \$ 14,788.83 (check numbers 1269 through 1272).

8. Purchase Card Report and Bank Statement

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

San Mateo County Mosquito & Vector Control District
 Balance Sheet
 As of Feb 29, 2024

	Total Feb 29, 24	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	5,260,425	5,260,425	
1013 · Checking -US Bank - GF x3353	(14,155)	(14,155)	
1018 · Cash-Cal CLASS	3,764,754	3,764,754	
1020 · Cash-County Treasury-CPF x2705	695,672		695,672
1023 · Checking -US Bank - CPF x4183	-		-
1026 · County Funds - FMV	(262,567)	(263,017)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	114,879	114,879	
Total Checking/Savings	9,559,409	8,863,287	696,122
Accounts Receivable			
1100 · Accounts Receivable	38,285	38,285	
1105 · Interest Receivable	-	-	-
Total Accounts Receivable	38,285	38,285	-
Other Current Assets			
1220 · VCJPA-Member Contingency Fund	494,980	494,980	
1230 · Pesticide Inventory	160,226	160,226	
Total Other Current Assets	655,206	655,206	-
Total Current Assets	10,252,900	9,556,778	696,122
TOTAL ASSETS	10,252,900	9,556,778	696,122
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	136,207	133,487	2,720
Total Accounts Payable	136,207	133,487	2,720
Credit Cards			
1040 · US Bank Purchase Card	-	-	
Total Credit Cards	-	-	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	
Total Other Current Liabilities	-	-	-
Total Current Liabilities	136,207	133,487	2,720
Total Liabilities	136,207	133,487	2,720
Fund Balance			
Beginning Fund Balance, 7/1/2023	9,816,910	9,062,890	754,020
Due To (From) Funds	-	-	-
Prior Year Adjustment	3,606	3,606	-
Revenues Over Expenditures	296,177	356,795	(60,618)
Ending Fund Balance *	10,116,693	9,423,291	693,402
TOTAL LIABILITIES & FUND BALANCE	10,252,900	9,556,778	696,122
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	143,930	143,930	-
Pension Rate Stabilization Reserve	110,183	110,183	-
Assigned (Capital Improvements)	693,402	-	693,402
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisition Fund	2,434,670	2,434,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	4,284,508	4,284,508	-
Total Fund Balance	10,116,693	9,423,291	693,402

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

Month of Report:
February, 2024

GENERAL FUND:

Ordinary Revenues/Expenditures

Revenues

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
Total 4000 · PROGRAM REVENUES	2,506,718	1,519,206	(987,512)	60.6%	1,548,127	(28,921)	98.1%	1,280	2,779	1,499	217.1%
Total 4100 · PROPERTY TAX REVENUES	3,592,034	2,076,212	(1,515,822)	57.8%	2,128,708	(52,496)	97.5%	-	7,430	7,430	0.0%
Total 4200 · OTHER TAX REVENUES	799,499	794,302	(5,197)	99.3%	473,783	320,519	167.7%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	115,848	209,631	93,783	181.0%	52,537	157,094	399.0%	591	12,994	12,403	2198.7%

Total Revenues

	7,014,099	4,599,352	(2,414,748)	65.6%	4,203,155	396,197	109.4%	1,871	23,204	21,333	1240.2%
--	-----------	-----------	-------------	-------	-----------	---------	--------	-------	--------	--------	---------

Expenditures

Total 5000 · SALARIES & WAGES	3,277,706	2,130,146	1,147,560	65.0%	2,094,608	35,538	101.7%	264,092	355,471	91,379	134.6%
Total 5100 · EMPLOYEE BENEFITS	1,344,973	972,383	372,590	72.3%	948,239	24,144	102.5%	97,394	79,590	(17,804)	81.7%
Total 5200 · TRAINING - BOARD & STAFF	73,010	64,328	8,682	88.1%	62,513	1,815	102.9%	13,486	5,204	(8,282)	38.6%
Total 5300 · ADMINISTRATION	412,667	184,269	228,398	44.7%	210,723	(26,454)	87.4%	10,365	8,805	(1,560)	84.9%
Total 5400 · INSURANCE	188,516	178,059	10,457	94.5%	188,516	(10,457)	94.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	102,816	47,067	55,749	45.8%	51,884	(4,817)	90.7%	6,483	840	(5,643)	13.0%
Total 5500 · FACILITIES MAINTENANCE	54,640	18,599	36,041	34.0%	36,428	(17,829)	51.1%	4,553	2,398	(2,155)	52.7%
Total 5550 · UTILITIES	64,264	50,817	13,447	79.1%	42,844	7,973	118.6%	4,796	7,364	2,568	153.5%
Total 5600 · FLEET MAINTENANCE	64,650	23,847	40,803	36.9%	41,270	(17,423)	57.8%	4,470	889	(3,581)	19.9%
Total 5700 · OPERATIONS	284,821	120,359	164,462	42.3%	145,847	(25,488)	82.5%	8,318	18,863	10,545	226.8%
Total 5800 · LABORATORY	95,653	60,958	34,695	63.7%	59,459	1,499	102.5%	5,081	5,797	716	114.1%
Total 5900 · PUBLIC OUTREACH	133,369	73,630	59,739	55.2%	71,676	1,954	102.7%	18,981	5,573	(13,408)	29.4%

Total 6500 · DEBT SERVICE

	318,094	318,094	(0)	100.0%	318,094	(0)	100.0%	-	-	-	0.0%
--	---------	---------	-----	--------	---------	-----	--------	---	---	---	------

Total Expenditures

	6,415,179	4,242,557	(2,172,622)	66.1%	4,272,101	(29,544)	99.3%	438,019	490,792	52,773	112.0%
--	-----------	-----------	-------------	-------	-----------	----------	-------	---------	---------	--------	--------

General Fund Net Revenues Over Expenditures

	598,920	356,795	(242,125)		(68,946)	425,741		(436,148)	(467,589)	(31,441)	
--	---------	---------	-----------	--	----------	---------	--	-----------	-----------	----------	--

CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	12,493	(12,493)	0.0%	-	12,493	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,599,626	73,111	2,526,515	2.8%	740,620	(667,509)	9.9%	5,827	14,456	8,629	248.1%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,599,626)	(60,618)	2,539,008		(740,620)	680,002		(5,827)	(14,456)	(8,629)	
--	-------------	----------	-----------	--	-----------	---------	--	---------	----------	---------	--

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
 As of February 29, 2024

02/29/2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	0.00	0.00	0.00	33,591.18	33,591.18
City of Pacifica Public Works Wastewater	78.08	0.00	0.00	0.00	0.00	78.08
City of San Francisco, Public Utilities	1,086.91	449.75	0.00	0.00	0.00	1,536.66
City of San Mateo, Wastewater Treatment	85.42	87.43	0.00	0.00	0.00	172.85
City of South San Francisco Water Quality	84.03	0.00	0.00	0.00	0.00	84.03
San Francisco Int'l Airport	1,210.65	743.25	70.43	0.00	563.44	2,587.77
Sewer Authority Mid-Coastside	78.08	0.00	0.00	0.00	0.00	78.08
Silicon Valley Clean Water	156.16	0.00	0.00	0.00	0.00	156.16
TOTAL	<u>2,779.33</u>	<u>1,280.43</u>	<u>70.43</u>	<u>0.00</u>	<u>34,154.62</u>	<u>38,284.81</u>

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
 As of March 26, 2024

03/26/2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	0.00	0.00	0.00	10,675.30	10,675.30
City of Pacifica Public Works Wastewater	0.00	78.08	0.00	0.00	0.00	78.08
City of San Francisco, Public Utilities	0.00	1,086.91	0.00	0.00	0.00	1,086.91
City of San Mateo, Wastewater Treatment	0.00	85.42	0.00	0.00	0.00	85.42
San Francisco Int'l Airport	0.00	1,210.65	0.00	70.43	563.44	1,844.52
Sewer Authority Mid-Coastside	0.00	78.08	0.00	0.00	0.00	78.08
TOTAL	<u>0.00</u>	<u>2,539.14</u>	<u>0.00</u>	<u>70.43</u>	<u>11,238.74</u>	<u>13,848.31</u>

San Mateo County Mosquito & Vector Control District
Statement of Revenues, Expenses & Changes- Budget vs. Actual
July 2023 through February 2024

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · PROGRAM REVENUES				
4010 · Service Abatement Revenue -2451	146,546.49	142,258.00	4,288.49	103.02%
4020 · Special Benefit Assessmnt-2031	1,082,830.21	1,109,026.00	-26,195.79	97.64%
4030 · Special Mosquito Tax - 2439	289,829.43	296,843.00	-7,013.57	97.64%
Total 4000 · PROGRAM REVENUES	1,519,206.13	1,548,127.00	-28,920.87	98.13%
4100 · PROPERTY TAX REVENUES				
4105 · Current - Secured - 1021	1,909,624.56	1,970,015.00	-60,390.44	96.94%
4110 · Current - Unsecured - 1031	110,155.86	77,212.00	32,943.86	142.67%
4115 · Prior Year - Unsecured - 1033	399.87	592.00	-192.13	67.55%
4120 · Current -Secured SB813-1041	47,946.60	73,482.00	-25,535.40	65.25%
4130 · Prior Y. Unsecured SB813-1042	402.53	415.00	-12.47	97.0%
4140 · State Homeowner Prop-1831	4,923.76	6,992.00	-2,068.24	70.42%
4160 · Prior Year - 1043, 1045	2,758.72		2,758.72	100.0%
Total 4100 · PROPERTY TAX REVENUES	2,076,211.90	2,128,708.00	-52,496.10	97.53%
4200 · OTHER TAX REVENUES				
4210 · ERAF Rebate-1046	648,090.25	340,448.00	307,642.25	190.36%
4220 · Redevelop Passthrough-1024,2647	146,211.91	133,335.00	12,876.91	109.66%
Total 4200 · OTHER TAX REVENUES	794,302.16	473,783.00	320,519.16	167.65%
4300 · OTHER REVENUES				
4310 · Interest Earned (Cnty GF+VCJPA)	121,428.33	36,400.00	85,028.33	333.59%
4311 · Interest Earned (Cnty Cap Fund)	12,493.19	8,048.00	4,445.19	155.23%
4312 · Interest (Cal CLASS)	63,016.54		63,016.54	100.0%
4340 · VCJPA / Misc. Income -2658	25,186.44	8,089.00	17,097.44	311.37%
Total 4300 · OTHER REVENUES	222,124.50	52,537.00	169,587.50	422.8%
Total Income	4,611,844.69	4,203,155.00	408,689.69	109.72%
Expense				
5000 · SALARIES & WAGES				
5010 · Permanent Employees	1,859,070.69	1,835,112.00	23,958.69	101.31%
5015 · Limited Term Employees	137,475.60	134,365.00	3,110.60	102.32%
5020 · Seasonal Employees	121,999.87	109,027.00	12,972.87	111.9%
5040 · Board Trustees Meeting Stipend	11,600.00	16,104.00	-4,504.00	72.03%
Total 5000 · SALARIES & WAGES	2,130,146.16	2,094,608.00	35,538.16	101.7%
5100 · EMPLOYEE BENEFITS				
5110 · Retirement - Employer Contribut	471,592.29	496,649.00	-25,056.71	94.96%
5115 · Retirement - Employee Contribut	0.00		0.00	0.0%
5116 · Alternate Retire-Employee Contr	0.00		0.00	0.0%
5125 · Actives - Medical Insurance	240,059.73	233,704.00	6,355.73	102.72%
5130 · Actives - HRA Health Reimb Acct	13,656.00	7,137.00	6,519.00	191.34%
5135 · Actives - Dental Insurance	22,033.44	19,756.00	2,277.44	111.53%
5140 · Actives - Dental Reimbursement	1,798.00	294.00	1,504.00	611.57%
5145 · Actives - Vision Insurance	3,856.16	3,916.00	-59.84	98.47%
5150 · Group Life Insurance	836.00	942.00	-106.00	88.75%
5155 · Retirees - HRA & Prescrip Reimb	4,658.60		4,658.60	100.0%
5160 · Retirees - HRA & Medical Reimb	27,025.84		27,025.84	100.0%
5165 · Long Term Disability - Standard	11,670.16	11,635.00	35.16	100.3%
5170 · Actives - Other Benefits	605.59		605.59	100.0%
5175 · Social Security & Medicare Tax	38,936.15	38,240.00	696.15	101.82%
5180 · CA Unemployment/Disability Tax	11,741.95	10,925.00	816.95	107.48%
5182 · Workers Compensation	123,913.00	125,041.00	-1,128.00	99.1%
5185 · Actives - Deferred Compensation	0.00		0.00	0.0%
Total 5100 · EMPLOYEE BENEFITS	972,382.91	948,239.00	24,143.91	102.55%
5200 · TRAINING - BOARD & STAFF				
5205 · Coastal Regional Continuing Ed.	5,094.00	2,828.00	2,266.00	180.13%
5210 · Conferences / Workshops Board	16,483.54	19,864.00	-3,380.46	82.98%
5215 · Conferences / Workshops Staff	42,485.71	39,110.00	3,375.71	108.63%
5220 · Staff Training	265.00	711.00	-446.00	37.27%
Total 5200 · TRAINING - BOARD & STAFF	64,328.25	62,513.00	1,815.25	102.9%
5300 · ADMINISTRATION				
5305 · Board Meeting Expenses	11,885.93	4,240.00	7,645.93	280.33%
5310 · Background / drug screening	336.86	708.00	-371.14	47.58%
5315 · County Accounting Service Chgs	0.00	17,518.00	-17,518.00	0.0%
5325 · HR & Finance Consultant	8,054.20	2,828.00	5,226.20	284.8%
5330 · Memberships & Subscriptions	26,809.26	25,121.00	1,688.26	106.72%
5335 · Office Expense	7,008.86	9,245.00	-2,236.14	75.81%
5340 · Janitorial/Household Expense	20,239.61	19,488.00	751.61	103.86%
5345 · Prof. Services - Engineer Rpt	25,163.40	24,210.00	953.40	103.94%
5350 · Legal Services	24,004.50	26,668.00	-2,663.50	90.01%
5355 · Property Tax Stormwater Assess	3,426.00	5,651.00	-2,225.00	60.63%
5360 · Permits	5,962.00	7,950.00	-1,988.00	74.99%
5365 · CEQA / PEIR	0.00	25,000.00	-25,000.00	0.0%
5375 · Audit	31,895.00	22,342.00	9,553.00	142.76%

San Mateo County Mosquito & Vector Control District
Statement of Revenues, Expenses & Changes- Budget vs. Actual
 July 2023 through February 2024

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5380 · Copier and postage	3,827.19	4,311.00	-483.81	88.78%
5385 · Security and fire alarm	8,373.68	8,346.00	27.68	100.33%
5390 · Payroll Service	6,701.14	6,081.00	620.14	110.2%
5395 · Bank Fees (County General Fund)	581.11	852.00	-270.89	68.21%
5396 · Bank Fees (County Capital Fund)	462.50	164.00	298.50	282.01%
5399 · Facility Lease	0.00	0.00	0.00	0.0%
Total 5300 · ADMINISTRATION	184,731.24	210,723.00	-25,991.76	87.67%
5400 · INSURANCE				
5410 · Liability Insurance - VCJPA	117,407.00	120,591.00	-3,184.00	97.36%
5415 · Auto Physical Damage	3,907.00	3,909.00	-2.00	99.95%
5420 · Group Property Program	39,448.00	41,730.00	-2,282.00	94.53%
5425 · VCJPA - General Fund Allocation	3,529.00	1,984.00	1,545.00	177.87%
5430 · Group Fidelity	5,714.00	7,016.00	-1,302.00	81.44%
5435 · Non-owned Aircraft	4,625.00	5,088.00	-463.00	90.9%
5436 · Cyber Liability	2,950.95	8,198.00	-5,247.05	36.0%
5445 · Business Travel Accident Ins	478.00	478.00	0.00	100.0%
Total 5400 · INSURANCE	178,058.95	188,516.00	-10,457.05	94.45%
5450 · COMPUTER HARDWARE & SOFTWARE				
5455 · IT Consulting - Compu-Data	140.00	4,668.00	-4,528.00	3.0%
5460 · Computer Hardware	9,392.70	16,668.00	-7,275.30	56.35%
5465 · Computer Software	16,574.86	23,336.00	-6,761.14	71.03%
5470 · Database & Mapping - License	12,500.00	0.00	12,500.00	100.0%
5475 · Website Hosting / Microsoft	8,459.92	7,212.00	1,247.92	117.3%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	47,067.48	51,884.00	-4,816.52	90.72%
5500 · FACILITIES MAINTENANCE				
5505 · Facility - Repairs & Maint	18,598.96	36,428.00	-17,829.04	51.06%
Total 5500 · FACILITIES MAINTENANCE	18,598.96	36,428.00	-17,829.04	51.06%
5550 · UTILITIES				
5560 · Gas & Electricity - PG&E	23,731.79	15,669.00	8,062.79	151.46%
5565 · Water	4,370.29	4,474.00	-103.71	97.68%
5570 · Phone - VOIP - Fusion/MegaPath	4,222.18	4,481.00	-258.82	94.22%
5575 · Phone - Land Line-AT&T/Comcast	3,096.85	3,032.00	64.85	102.14%
5580 · Phone - Mobile Devices-Verizon	15,395.51	15,188.00	207.51	101.37%
Total 5550 · UTILITIES	50,816.62	42,844.00	7,972.62	118.61%
5600 · FLEET MAINTENANCE				
5610 · Garage Tools	3,530.81	6,006.00	-2,475.19	58.79%
5615 · Garage Repairs Outside	6,590.86	5,668.00	922.86	116.28%
5620 · Auto, Hotsy, Plug, Boat, Traile	10,128.65	13,428.00	-3,299.35	75.43%
5630 · Ops Equipment & Repairs	3,597.12	10,668.00	-7,070.88	33.72%
5635 · Vehicle Accident Insur Claims	0.00	5,500.00	-5,500.00	0.0%
Total 5600 · FLEET MAINTENANCE	23,847.44	41,270.00	-17,422.56	57.78%
5700 · OPERATIONS				
5705 · Pesticides	56,418.50	34,298.00	22,120.50	164.5%
5715 · Helicopter	8,600.00	45,000.00	-36,400.00	19.11%
5720 · Safety Equipment	1,910.87	5,523.00	-3,612.13	34.6%
5725 · Apparel - Uniforms & Boots	7,846.58	10,198.00	-2,351.42	76.94%
5730 · Mosquito Fish	1,737.28	2,828.00	-1,090.72	61.43%
5735 · Fuel	43,845.78	48,000.00	-4,154.22	91.35%
Total 5700 · OPERATIONS	120,359.01	145,847.00	-25,487.99	82.52%
5800 · LABORATORY				
5805 · Disease Surveillance	2,893.35	7,562.00	-4,668.65	38.26%
5810 · Sentinel Chicken Flocks/Supply	302.23	2,120.00	-1,817.77	14.26%
5815 · Mosquito Blood	2,814.00	3,021.00	-207.00	93.15%
5820 · Dry Ice	8,198.03	8,668.00	-469.97	94.58%
5825 · Lab Supplies	3,559.85	6,360.00	-2,800.15	55.97%
5830 · Lab Biowaste Disposal	951.60	918.00	33.60	103.66%
5835 · Lab Equip. Repair	0.00	2,000.00	-2,000.00	0.0%
5840 · Lab Equip. Maintenance	3,625.99	3,000.00	625.99	120.87%
5845 · Lab PCR Supplies	25,843.16	13,810.00	12,033.16	187.13%
5850 · Lab PCR Maintenance	12,769.56	12,000.00	769.56	106.41%
Total 5800 · LABORATORY	60,957.77	59,459.00	1,498.77	102.52%
5900 · PUBLIC OUTREACH				
5910 · Media and Network	61,755.74	59,520.00	2,235.74	103.76%
5920 · Promotion & Printing	11,874.53	12,156.00	-281.47	97.69%
Total 5900 · PUBLIC OUTREACH	73,630.27	71,676.00	1,954.27	102.73%
6000 · CAPITAL IMPROVEMENTS				
6010 · Building Improvements	13,966.00	600,000.00	-586,034.00	2.33%
6020 · Equipment - Operations & Admin	30,343.57	14,000.00	16,343.57	216.74%
6025 · Software	0.00	80,000.00	-80,000.00	0.0%
6030 · Vehicle Leases	28,338.64	46,620.00	-18,281.36	60.79%
Total 6000 · CAPITAL IMPROVEMENTS	72,648.21	740,620.00	-667,971.79	9.81%
6500 · DEBT SERVICE				
6510 · Principal Payments	213,177.02	213,177.00	0.02	100.0%

San Mateo County Mosquito & Vector Control District
Statement of Revenues, Expenses & Changes- Budget vs. Actual
 July 2023 through February 2024

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6520 · Interest Payments	104,917.10	104,917.00	0.10	100.0%
Total 6500 · DEBT SERVICE	318,094.12	318,094.00	0.12	100.0%
Total Expense	4,315,667.39	5,012,721.00	-697,053.61	86.09%
Net Ordinary Income	296,177.30	-809,566.00	1,105,743.30	-36.59%
Other Income/Expense				
Other Income				
Transfer In	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	296,177.30	-809,566.00	1,105,743.30	-36.59%

San Mateo County Mosquito & Vector Control District
Statement of Revenues, Expenses & Changes- Budget vs. Actual
February 2024

	<u>Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · PROGRAM REVENUES				
4010 · Service Abatement Revenue -2451	2,779.33	1,280.00	1,499.33	217.14%
4020 · Special Benefit Assessmnt-2031	0.00	0.00	0.00	0.0%
4030 · Special Mosquito Tax - 2439	0.00	0.00	0.00	0.0%
Total 4000 · PROGRAM REVENUES	2,779.33	1,280.00	1,499.33	217.14%
4100 · PROPERTY TAX REVENUES				
4105 · Current - Secured - 1021	0.00	0.00	0.00	0.0%
4110 · Current - Unsecured - 1031	0.00	0.00	0.00	0.0%
4115 · Prior Year - Unsecured - 1033	0.00	0.00	0.00	0.0%
4120 · Current -Secured SB813-1041	7,400.51	0.00	7,400.51	100.0%
4130 · Prior Y. Unsecured SB813-1042	29.31	0.00	29.31	100.0%
4140 · State Homeowner Prop-1831	0.00	0.00	0.00	0.0%
Total 4100 · PROPERTY TAX REVENUES	7,429.82	0.00	7,429.82	100.0%
4200 · OTHER TAX REVENUES				
4210 · ERAF Rebate-1046	0.00	0.00	0.00	0.0%
4220 · Redevelop Passthrough-1024,2647	0.00	0.00	0.00	0.0%
Total 4200 · OTHER TAX REVENUES	0.00	0.00	0.00	0.0%
4300 · OTHER REVENUES				
4310 · Interest Earned (Cnty GF+VCJPA)	0.00	0.00	0.00	0.0%
4311 · Interest Earned (Cnty Cap Fund)	0.00	0.00	0.00	0.0%
4312 · Interest (Cal CLASS)	12,899.54		12,899.54	100.0%
4340 · VCJPA / Misc. Income -2658	94.86	591.00	-496.14	16.05%
Total 4300 · OTHER REVENUES	12,994.40	591.00	12,403.40	2,198.71%
Total Income	23,203.55	1,871.00	21,332.55	1,240.17%
Expense				
5000 · SALARIES & WAGES				
5010 · Permanent Employees	329,710.18	231,375.00	98,335.18	142.5%
5015 · Limited Term Employees	24,260.40	16,941.00	7,319.40	143.21%
5020 · Seasonal Employees	0.00	13,746.00	-13,746.00	0.0%
5040 · Board Trustees Meeting Stipend	1,500.00	2,030.00	-530.00	73.89%
Total 5000 · SALARIES & WAGES	355,470.58	264,092.00	91,378.58	134.6%
5100 · EMPLOYEE BENEFITS				
5110 · Retirement - Employer Contribut	55,055.73	56,088.00	-1,032.27	98.16%
5115 · Retirement - Employee Contribut	-9,637.81		-9,637.81	100.0%
5116 · Alternate Retire-Employee Contr	-606.51		-606.51	100.0%
5125 · Actives - Medical Insurance	31,188.07	30,367.00	821.07	102.7%
5130 · Actives - HRA Health Reimb Acct	0.00	0.00	0.00	0.0%
5135 · Actives - Dental Insurance	2,754.18	2,621.00	133.18	105.08%
5140 · Actives - Dental Reimbursement	0.00	110.00	-110.00	0.0%
5145 · Actives - Vision Insurance	482.02	490.00	-7.98	98.37%
5150 · Group Life Insurance	104.50	118.00	-13.50	88.56%
5160 · Retirees - HRA & Medical Reimb	1,254.28		1,254.28	100.0%
5165 · Long Term Disability - Standard	1,458.77	1,454.00	4.77	100.33%
5170 · Actives - Other Benefits	-1,063.57		-1,063.57	100.0%
5175 · Social Security & Medicare Tax	5,207.87	4,780.00	427.87	108.95%
5180 · CA Unemployment/Disability Tax	588.45	1,366.00	-777.55	43.08%
5185 · Actives - Deferred Compensation	-7,195.74		-7,195.74	100.0%
Total 5100 · EMPLOYEE BENEFITS	79,590.24	97,394.00	-17,803.76	81.72%
5200 · TRAINING - BOARD & STAFF				
5205 · Coastal Regional Continuing Ed.	0.00	0.00	0.00	0.0%
5210 · Conferences / Workshops Board	655.04	3,358.00	-2,702.96	19.51%
5215 · Conferences / Workshops Staff	4,548.52	9,871.00	-5,322.48	46.08%
5220 · Staff Training	0.00	257.00	-257.00	0.0%
Total 5200 · TRAINING - BOARD & STAFF	5,203.56	13,486.00	-8,282.44	38.59%
5300 · ADMINISTRATION				
5305 · Board Meeting Expenses	818.98	530.00	288.98	154.53%
5310 · Background / drug screening	0.00	88.00	-88.00	0.0%
5315 · County Accounting Service Chgs	0.00	0.00	0.00	0.0%
5325 · HR & Finance Consultant	318.36	353.00	-34.64	90.19%
5330 · Memberships & Subscriptions	97.50	0.00	97.50	100.0%
5335 · Office Expense	753.54	1,156.00	-402.46	65.19%
5340 · Janitorial/Household Expense	2,163.63	2,436.00	-272.37	88.82%
5345 · Prof. Services - Engineer Rpt	0.00	0.00	0.00	0.0%
5350 · Legal Services	1,994.00	3,333.00	-1,339.00	59.83%
5360 · Permits	0.00	0.00	0.00	0.0%
5375 · Audit	1,013.00	0.00	1,013.00	100.0%
5380 · Copier and postage	480.49	539.00	-58.51	89.15%
5385 · Security and fire alarm	0.00	1,043.00	-1,043.00	0.0%
5390 · Payroll Service	1,051.64	760.00	291.64	138.37%
5395 · Bank Fees (County General Fund)	113.42	106.00	7.42	107.0%
5396 · Bank Fees (County Capital Fund)	55.64	21.00	34.64	264.95%
Total 5300 · ADMINISTRATION	8,860.20	10,365.00	-1,504.80	85.48%
5450 · COMPUTER HARDWARE & SOFTWARE				
5455 · IT Consulting - Compu-Data	0.00	583.00	-583.00	0.0%

San Mateo County Mosquito & Vector Control District
Statement of Revenues, Expenses & Changes- Budget vs. Actual
 February 2024

	<u>Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5460 · Computer Hardware	371.85	2,083.00	-1,711.15	17.85%
5465 · Computer Software	37.50	2,916.00	-2,878.50	1.29%
5470 · Database & Mapping - License	0.00	0.00	0.00	0.0%
5475 · Website Hosting / Microsoft	431.00	901.00	-470.00	47.84%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	840.35	6,483.00	-5,642.65	12.96%
5500 · FACILITIES MAINTENANCE				
5505 · Facility - Repairs & Maint	2,397.84	4,553.00	-2,155.16	52.67%
Total 5500 · FACILITIES MAINTENANCE	2,397.84	4,553.00	-2,155.16	52.67%
5550 · UTILITIES				
5560 · Gas & Electricity - PG&E	3,665.60	1,958.00	1,707.60	187.21%
5565 · Water	897.49	0.00	897.49	100.0%
5570 · Phone - VOIP - Fusion/MegaPath	532.87	560.00	-27.13	95.16%
5575 · Phone - Land Line-AT&T/Comcast	311.19	379.00	-67.81	82.11%
5580 · Phone - Mobile Devices-Verizon	1,956.49	1,899.00	57.49	103.03%
Total 5550 · UTILITIES	7,363.64	4,796.00	2,567.64	153.54%
5600 · FLEET MAINTENANCE				
5610 · Garage Tools	328.84	751.00	-422.16	43.79%
5615 · Garage Repairs Outside	0.00	708.00	-708.00	0.0%
5620 · Auto, Hotsy, Plug, Boat, Traile	55.99	1,678.00	-1,622.01	3.34%
5630 · Ops Equipment & Repairs	503.97	1,333.00	-829.03	37.81%
5635 · Vehicle Accident Insur Claims	0.00	0.00	0.00	0.0%
Total 5600 · FLEET MAINTENANCE	888.80	4,470.00	-3,581.20	19.88%
5700 · OPERATIONS				
5705 · Pesticides	14,245.34	0.00	14,245.34	100.0%
5720 · Safety Equipment	143.03	690.00	-546.97	20.73%
5725 · Apparel - Uniforms & Boots	1,711.10	1,275.00	436.10	134.2%
5730 · Mosquito Fish	0.00	353.00	-353.00	0.0%
5735 · Fuel	2,763.47	6,000.00	-3,236.53	46.06%
Total 5700 · OPERATIONS	18,862.94	8,318.00	10,544.94	226.77%
5800 · LABORATORY				
5805 · Disease Surveillance	0.00	945.00	-945.00	0.0%
5810 · Sentinel Chicken Flocks/Supply	0.00	265.00	-265.00	0.0%
5815 · Mosquito Blood	371.00	378.00	-7.00	98.15%
5820 · Dry Ice	588.14	1,083.00	-494.86	54.31%
5825 · Lab Supplies	26.74	795.00	-768.26	3.36%
5830 · Lab Biowaste Disposal	208.00	115.00	93.00	180.87%
5840 · Lab Equip. Maintenance	353.00	353.00	353.00	100.0%
5845 · Lab PCR Supplies	4,249.80	0.00	4,249.80	100.0%
5850 · Lab PCR Maintenance	0.00	1,500.00	-1,500.00	0.0%
Total 5800 · LABORATORY	5,796.68	5,081.00	715.68	114.09%
5900 · PUBLIC OUTREACH				
5910 · Media and Network	4,498.12	18,981.00	-14,482.88	23.7%
5920 · Promotion & Printing	1,075.04	0.00	1,075.04	100.0%
Total 5900 · PUBLIC OUTREACH	5,573.16	18,981.00	-13,407.84	29.36%
6000 · CAPITAL IMPROVEMENTS				
6010 · Building Improvements	10,858.00	0.00	10,858.00	100.0%
6030 · Vehicle Leases	3,542.33	5,827.00	-2,284.67	60.79%
Total 6000 · CAPITAL IMPROVEMENTS	14,400.33	5,827.00	8,573.33	247.13%
Total Expense	505,248.32	443,846.00	61,402.32	113.83%
Net Ordinary Income	-482,044.77	-441,975.00	-40,069.77	109.07%
Net Income	-482,044.77	-441,975.00	-40,069.77	109.07%

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
February 29, 2024

**GF-Jan
2024**

Beginning Cash per District as of Jan 31, 2024 6,672,262

Reductions	
Payroll Related (ADP)	(304,743)
Checks Written	(162,161)
Transfer out to Calif CLASS Investment	(1,000,000)
Bank Fee	(113)
Total Reductions	(1,467,018)

Additions	
Abatement Services	32,569
Property Tax Revenue	7,430
Quarterly Interest	-
ERAF Rebate	-
Special Benefit Assessment	-
Special Mosquito Tax	-
Misc Deposit	1,360
Total Additions	41,359

Ending Cash per District as of Feb 29, 2024 **5,246,603**

Cash per County General Fund Statement 5,246,603

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] 02/01/2024-02/29/2024 Page 2
MON, MAR 11, 2024, 10:03 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:16896414 J281---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 02/01/24	12,989,742.21	6,317,480.39	6,672,261.82
	02/01/24	JE550682	AutoID: JVD216H4 Job: 16873 JE	0.00	5.94	6,672,255.88
	02/01/24	JE550679	AutoID: JVD216G4 Job: 16873 JE	0.00	5.01	6,672,250.87
	02/01/24	JE550671	AutoID: JVD216E4 Job: 16873 JE	0.00	5.99	6,672,244.88
	02/01/24	JE550615	AutoID: JVD214A4 Job: 16873 JE	0.00	5.99	6,672,238.89
	02/01/24	JE550644	AutoID: JVD215A4 Job: 16873 JE	0.00	7.60	6,672,231.29
	02/01/24	JE550656	AutoID: JVD215B4 Job: 16876 JE	0.00	7.25	6,672,224.04
	02/08/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	756.37	0.00	6,672,980.41
	02/21/24	SPU2214	AutoID: ITX221A4 Job: 16852 JE	29.31	0.00	6,673,009.72
	02/21/24	SPS2214	AutoID: ITX221C4 Job: 16852 JE	7,400.51	0.00	6,680,410.23
	02/23/24	TTLTR	AutoID:WMT223E4 Job:1687841 TR	0.00	1,000,000.00	5,680,410.23
	02/23/24	JE550897	AutoID: JSO223A4 Job: 16879 JE	0.00	75.64	5,680,334.59
	02/24/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	33,172.92	0.00	5,713,507.51
	02/29/24	JE551339	AutoID: JNE301C4 Job: 16882 JE	0.00	466,904.35	5,246,603.16
		DR	* SUB ACCT Total *	13,031,101.32*	7,784,498.16*	5,246,603.16*

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
Capital Project Fund
February 29, 2024

CPF-Feb 2024

Beginning Cash per District as of Jan 31, 2024	710,516
Reductions	
Checks Written	(14,789)
Bank Fee	(56)
Transfer-Out to General Fund	-
Total Reductions	<u>(14,844)</u>
Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	<u>-</u>
Ending Cash per District as of Feb 29, 2024	<u>695,672</u>
Cash per County Capital Project Fund Statement	695,672
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] 02/01/2024-02/29/2024 Page 1
MON, MAR 11, 2024, 10:03 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:16896414 J281---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 02/01/24		780,647.84		70,131.74		710,516.10	
	02/01/24	JE550682	AutoID: JVD216H4 Job: 16873 JE		0.50		0.00		710,516.60	
	02/01/24	JE550679	AutoID: JVD216G4 Job: 16873 JE		0.38		0.00		710,516.98	
	02/01/24	JE550671	AutoID: JVD216E4 Job: 16873 JE		0.43		0.00		710,517.41	
	02/01/24	JE550615	AutoID: JVD214A4 Job: 16873 JE		0.38		0.00		710,517.79	
	02/01/24	JE550644	AutoID: JVD215A4 Job: 16873 JE		0.43		0.00		710,518.22	
	02/01/24	JE550656	AutoID: JVD215B4 Job: 16876 JE		0.43		0.00		710,518.65	
	02/23/24	JE550897	AutoID: JSO223A4 Job: 16879 JE		0.00		58.19		710,460.46	
	02/29/24	JE551339	AutoID: JNE301C4 Job: 16882 JE		0.00		14,788.83		695,671.63	
	DR		<u>* SUB ACCT Total *</u>		780,650.39*		84,978.76*		<u>695,671.63*</u>	

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 February 29, 2024

Feb 2024

	<u>February 2, 2024</u>	<u>February 16, 2024</u>	<u>February 29, 2024</u>	Footnotes:
Payroll ACH Disbursement (including Net Pay & Taxes)				
Total Net Pay	74,347	74,968	76,331	
Federal W/H Tax	14,648	14,860	14,873	
Social Security Tax	-		186	← A
Medicare	3,373	3,407	3,450	
CA W/H Tax	6,204	6,302	6,275	
CA SUI/DI	1,622	1,370	1,477	
Total	100,194	100,907	102,591	
ADP Process Fee PPE 12/30, 1/13 & W-2's	251	305	368	
ADP Time & Attendance	128		-	
Total amount for the period	100,572	101,212	102,959	
Total amount for the month:			304,743	

Footnotes:

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

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2559	02/08/2024	Charles P. Hansen	Retiree Health Insurance Reimb-Feb '24 & Jan '24 Catch up	1013 - Checking - US Bank - GF x3353	-627.14
02012024	02/01/2024		Retiree Health Insurance Reimb-Feb '24	5160 - Retirees - HRA & Medical Reimb	603.91
			Retiree Health Insurance Jan '24 Catch up	5160 - Retirees - HRA & Medical Reimb	23.23
TOTAL					<u>627.14</u>
2560	02/08/2024	Dennis J Jewell	Retiree Health Insurance Reimb-Feb '24 & Jan '24 Catch up	1013 - Checking - US Bank - GF x3353	-627.14
02012024	02/01/2024		Retiree Health Insurance Reimb-Feb '24	5160 - Retirees - HRA & Medical Reimb	603.91
			Retiree Health Insurance Jan '24 Catch up	5160 - Retirees - HRA & Medical Reimb	23.23
TOTAL					<u>627.14</u>
2561	02/08/2024	Great-West Life & Annuity Group No. 98368		1013 - Checking - US Bank - GF x3353	-7,195.74
01272024	01/27/2024		Employee Deferred Comp PPE 01/27/2024	5185 - Actives - Deferred Compensation	7,195.74
TOTAL					<u>7,195.74</u>
2562	02/08/2024	San Mateo County Retiren SM M.A.D.		1013 - Checking - US Bank - GF x3353	-36,898.53
01272024	01/27/2024		Employee Contribution Pay Period 01/14/2024-01/27/2024	5115 - Retirement - Employee Contribut	9,637.81
			Employer Contribution Pay Period 01/14/2024-01/27/2024	5110 - Retirement - Employer Contribut	27,260.72
TOTAL					<u>36,898.53</u>
2563	02/08/2024	U.S. Bank PARS Account ; Agency Name: San Mateo County Mosquito & Vector Control District		1013 - Checking - US Bank - GF x3353	-606.51
6746022400-P01-2	01/27/2024		Alternate Retirement System for Richard Arrow PPE 01/27/2024	5116 - Alternate Retire-Employee Contr	606.51
TOTAL					<u>606.51</u>
2564	02/08/2024	ADAPCO	Cust #20200	1013 - Checking - US Bank - GF x3353	-5,156.76
136168	01/23/2024		VMX Vectomax FG (40 lb bag) (Qty: 12) (P.O. #02706-1922)	5705 - Pesticides	5,156.76
TOTAL					<u>5,156.76</u>
2565	02/08/2024	Aim To Please Janitorial S Invoice #69 - Jan 2024		1013 - Checking - US Bank - GF x3353	-1,633.25
69	01/31/2024		1351 Rollins Janitorial Services-Jan 2024	5340 - Janitorial/Household Expense	1,200.00

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			1415 N Carolan Janitorial Services	5340 · Janitorial/Household Expense	325.00
			1415 N Carolan Restroom Cleaning	5340 · Janitorial/Household Expense	108.25
TOTAL					<u>1,633.25</u>
2566	02/08/2024	Airgas Dry Ice	4317638	1013 · Checking - US Bank - GF x3353	-293.77
9146230495	01/23/2024		Dry Ice (200 lbs)	5820 · Dry Ice	293.77
TOTAL					<u>293.77</u>
2567	02/08/2024	Amazon Capital Services	Account # ARX6UTA334C06	1013 · Checking - US Bank - GF x3353	-648.55
1YFY-3G4Y-7M9K	01/31/2024		Computer power strip	5460 · Computer Hardware	15.34
			Milwaukee tool batteries	5610 · Garage Tools	158.69
			Hose bib locks for 1415 N Carolan	5720 · Safety Equipment	23.84
			Boggs for Devon	5725 · Apparel - Uniforms & Boots	81.11
			Mosq traps tag clips	5805 · Disease Surveillance	22.78
			DDVP for insect collection	5825 · Lab Supplies	54.54
			Public outreach supplies-ready kits	5910 · Media and Network	292.25
TOTAL					<u>648.55</u>
2568	02/08/2024	American Fidelity Assuran Payor: 56840	Pay Period 3/4/2024	1013 · Checking - US Bank - GF x3353	-1,669.16
2363127	02/01/2024		Flexible Spending Account (Employee Contrib) PP 3/4/2024	5170 · Actives - Other Benefits	1,669.16
TOTAL					<u>1,669.16</u>
2569	02/08/2024	Apple Financial Services	Contract #500-50244316; Full Buyout with Equip Return	1013 · Checking - US Bank - GF x3353	-371.85
Quote 35629890	02/01/2024		Full Buyout with Equipment Return (Qty: 8 iPad Gen 8)	5460 · Computer Hardware	371.85
TOTAL					<u>371.85</u>
2570	02/08/2024	Bay Alarm	A/C #4678426; Inv #21162861	1013 · Checking - US Bank - GF x3353	-385.00
21162861	01/22/2024		Elevator permit required alarm inspection 1/22/24 (1351 Rollins Rd)	5385 · Security and fire alarm	385.00
TOTAL					<u>385.00</u>
2571	02/08/2024	Cintas Corporation #0464	Payer #15914933	1013 · Checking - US Bank - GF x3353	-670.30

San Mateo County Mosquito & Vector Control District
Check Detail
February 2024

GF-Feb 2024

Num	Date	Name	Memo	Account	Original Amount
15914933	Jan-202	01/31/2024	Uniform Services 01/03/24 Inv #4178903724	5725 · Apparel - Uniforms & Boots	134.06
			Uniform Services 01/10/24 Inv #4179718776	5725 · Apparel - Uniforms & Boots	134.06
			Uniform Services 01/17/24 Inv #4180454982	5725 · Apparel - Uniforms & Boots	134.06
			Uniform Services 01/24/24 Inv #4181170355	5725 · Apparel - Uniforms & Boots	134.06
			Uniform Services 01/31/24 Inv #4181890276	5725 · Apparel - Uniforms & Boots	134.06
TOTAL					670.30
2572	02/08/2024	City of Burlingame, Alarm	Customer Number 884237	1013 · Checking - US Bank - GF x3353	-32.00
69688	01/30/2024		2024 Alarm Permit Annual Fee	5360 · Permits	32.00
TOTAL					32.00
2573	02/08/2024	Colorprint		1013 · Checking - US Bank - GF x3353	-177.87
35657	01/18/2024		MVCAC 2024 poster 24x36 (1)	5920 · Promotion & Printing	84.55
35658	01/18/2024		Backyard postcards (100)	5920 · Promotion & Printing	93.32
TOTAL					177.87
2574	02/08/2024	Compu-Data, Inc.	Inv #64540	1013 · Checking - US Bank - GF x3353	-1,607.65
64540	01/17/2024		SonicWall Gateway Security Suite 1Yr Renewal	5460 · Computer Hardware	825.55
			Advanced Gateway Security Suite 1 Yr Renewal	5460 · Computer Hardware	782.10
TOTAL					1,607.65
2575	02/08/2024	Dencco	Inv #38170	1013 · Checking - US Bank - GF x3353	-255.00
38170	01/29/2024		AC repair at 1351 Rollins Rd Bldg	5505 · Facility - Repairs & Maint	255.00
TOTAL					255.00
2576	02/08/2024	Eco Medical Inc.	Invoice #23659	1013 · Checking - US Bank - GF x3353	-104.00
23659	01/31/2024		28 Gal. Bio-waste container pick-up - Jan 2023	5830 · Lab Biowaste Disposal	104.00
TOTAL					104.00
2577	02/08/2024	Fastenal Company	Cust No. CABUR2235	1013 · Checking - US Bank - GF x3353	-30.55

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
CABUR80940	02/06/2024		Electrical connectors for fleet maint.	5620 · Auto, Hotsy, Plug, Boat, Traile	30.55
TOTAL					30.55
2578	02/08/2024	Fisher Scientific	Account No. 058330-001	1013 · Checking - US Bank - GF x3353	-293.79
9266031	01/23/2024		Nitril gloves for lab	5825 · Lab Supplies	293.79
TOTAL					293.79
2579	02/08/2024	Flyers Energy, LLC	Account 700895	1013 · Checking - US Bank - GF x3353	-2,012.60
CFS-3721650	01/31/2024		Fuels 01/16/2024-01/31/2024	5735 · Fuel	2,012.60
TOTAL					2,012.60
2580	02/08/2024	Fusion, LLC	Customer No. 3789973	1013 · Checking - US Bank - GF x3353	-528.31
9823121	01/22/2024		Phone System Feb-2024	5570 · Phone - VOIP - Fusion/MegaPath	528.31
TOTAL					528.31
2581	02/08/2024	GLS US	Account #32493	1013 · Checking - US Bank - GF x3353	-14.76
5213666	01/21/2024		Send lab equipment to Eppendorf for calibration	5825 · Lab Supplies	14.76
TOTAL					14.76
2582	02/08/2024	Grainger	809934680	1013 · Checking - US Bank - GF x3353	-588.93
7117912449	02/05/2024		Supplies for shop	5610 · Garage Tools	252.66
			Batteries for field equipments	5630 · Ops Equipment & Repairs	231.32
			Ops field safety supplies	5720 · Safety Equipment	104.95
TOTAL					588.93
2583	02/08/2024	Hashir Products, Inc.	Invoice #10532	1013 · Checking - US Bank - GF x3353	-5,787.58
10532	01/24/2024		Tick removal tweezers (2,000) PO#02706-1927	5910 · Media and Network	5,787.58
TOTAL					5,787.58
2584	02/08/2024	Life Technologies Corpor	Invoice #84387287	1013 · Checking - US Bank - GF x3353	-2,935.76

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
84387287	01/04/2024		FG, Magmax Core Kit for PCR (P.O.#02706-1933)	5850 · Lab PCR Maintenance	2,935.76
TOTAL					<u>2,935.76</u>
2585	02/08/2024	Mason Brutschy	Expense at CSFMO Conf in Anaheim 1/30-2/2/24	1013 · Checking - US Bank - GF x3353	-165.04
CSFMO-1/30-2/2/2	02/02/2024		Expense at CSFMO Conf in Anaheim 1/30-2/2/24	5210 · Conferences / Workshops Board	165.04
TOTAL					<u>165.04</u>
2586	02/08/2024	ODP Business Solutions, A/C #36568593		1013 · Checking - US Bank - GF x3353	-56.04
29400411	01/15/2024		1099 Misc & NEC forms for filing	5335 · Office Expense	56.04
TOTAL					<u>56.04</u>
2587	02/08/2024	PG&E		1013 · Checking - US Bank - GF x3353	-4,202.12
5584709654-6 Jan	01/28/2024		1351 Rollins Site 12/28/2023-01/28/2024	5560 · Gas & Electricity - PG&E	3,281.39
5594119880-0 Jan	01/28/2024		PGE Elec & Gas for 1415 N Carolan 12/28/23-01/28/2024	5560 · Gas & Electricity - PG&E	920.73
TOTAL					<u>4,202.12</u>
2588	02/08/2024	Quench USA, Inc.	A/C #D322868	1013 · Checking - US Bank - GF x3353	-226.18
INV06864648	02/01/2024		Dinking Water Dispenser Rental - Feb 2024	5335 · Office Expense	226.18
TOTAL					<u>226.18</u>
2589	02/08/2024	RankPlus SEO	Invoice 000826	1013 · Checking - US Bank - GF x3353	-742.00
000826	02/01/2024		Google Ads Services (Feb)	5910 · Media and Network	742.00
TOTAL					<u>742.00</u>
2590	02/08/2024	Recology San Mateo Cour A/C #731001072		1013 · Checking - US Bank - GF x3353	-530.38
52497914	01/30/2024		Garbage Service - Jan 2024 (10% increase)	5340 · Janitorial/Household Expense	530.38
TOTAL					<u>530.38</u>
2591	02/08/2024	Richard Arrow	Expense at CSFMO Conf in Anaheim 1/30-2/2/24	1013 · Checking - US Bank - GF x3353	-351.68

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

Num	Date	Name	Memo	Account	Original Amount
CSFMO-1/30-2/2/2	02/02/2024		Expense at CSFMO Conf in Anaheim 1/30-2/2/24	5215 · Conferences / Workshops Staff	351.68
TOTAL					351.68
2592	02/08/2024	Spark Creative Design		1013 · Checking - US Bank - GF x3353	-3,503.44
2921	01/19/2024		District services edits & updates (7.5hrs)	5920 · Promotion & Printing	937.50
2932	02/05/2024		Rodents postcard EDDM Brisbane (1,948 addresses)	5920 · Promotion & Printing	1,075.04
2931	02/05/2024		Mosquito life cycle stickers	5910 · Media and Network	1,490.90
TOTAL					3,503.44
2593	02/08/2024	Standard Insurance Comp 142979		1013 · Checking - US Bank - GF x3353	-1,458.77
142979-0001 Jan2	01/19/2024		Long term disability due 02/01/2024	5165 · Long Term Disability - Standard	1,458.77
TOTAL					1,458.77
2594	02/08/2024	Streamline	Invoice No: 112D6F75-0036	1013 · Checking - US Bank - GF x3353	-431.00
112D6F75-0036	02/01/2024		Streamline Web 2/1/2024-2/29/2024	5475 · Website Hosting / Microsoft	431.00
TOTAL					431.00
2595	02/08/2024	U.S. Bank	4246-0445-5564-6391	1013 · Checking - US Bank - GF x3353	-9,855.05
01222024	01/22/2024		District Credit Card Payment	1040 · US Bank Purchase Card	9,855.05
TOTAL					9,855.05
2596	02/22/2024	Great-West Life & Annuity Group No. 98368		1013 · Checking - US Bank - GF x3353	-7,334.19
02102024	02/10/2024		Employee Deferred Comp PPE 02/10/2024	5185 · Actives - Deferred Compensation	7,334.19
TOTAL					7,334.19
2597	02/22/2024	San Mateo County Retiren SM M.A.D.		1013 · Checking - US Bank - GF x3353	-37,207.60
02102024	02/10/2024		Employee Contribution Pay Period 01/28/2024-02/10/2024	5115 · Retirement - Employee Contribut	9,705.30
			Employer Contribution Pay Period 01/28/2024-02/10/2024	5110 · Retirement - Employer Contribut	27,502.30
TOTAL					37,207.60

San Mateo County Mosquito & Vector Control District
Check Detail
February 2024

GF-Feb 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2598	02/22/2024	U.S. Bank PARS Account	Agency Name: San Mateo County Mosquito & Vector Control District PPE 1013 - Checking - US Bank - GF x3353		-606.51
6746022400-P02-	02/10/2024		Alternate Retirement System for Richard Arrow PPE 02/10/2024	5116 - Alternate Retire-Employee Contr	606.51
TOTAL					<u>606.51</u>
2599	02/22/2024	Charles Cotten	Reimb Exp @ MVCAC Annl Conf 1/21-1/24/24	1013 - Checking - US Bank - GF x3353	-169.00
MVCAC-Exp 1-24-	01/24/2024		Reimb Exp @ MVCAC Annl Conf 1/21-1/24/24 in Monterey	5210 - Conferences / Workshops Board	169.00
TOTAL					<u>169.00</u>
2600	02/22/2024	Dr. Scott Smith	Reimb Exp @ MVCAC Annl Conf 1/21-1/24/2024	1013 - Checking - US Bank - GF x3353	-194.31
MVCAC-Exp 1-24-	01/24/2024		Reimb Exp @ MVCAC Annl Conf 1/21-1/24/2024 in Monterey	5210 - Conferences / Workshops Board	194.31
TOTAL					<u>194.31</u>
2601	02/22/2024	Flyers Energy, LLC	Account 700895	1013 - Checking - US Bank - GF x3353	-1,407.57
CFS-3743607	02/15/2024		Fuels 02/01/2024-02/15/2024	5735 - Fuel	1,407.57
TOTAL					<u>1,407.57</u>
2602	02/22/2024	Jarvis Fay LLP	Invoice 18451	1013 - Checking - US Bank - GF x3353	-3,928.00
18451	01/31/2024		Board Matters (7.1 hrs) - Legal Services thru Jan-2024	5350 - Legal Services	2,130.00
			Staff Expert Witness (6hrs)	5350 - Legal Services	1,798.00
TOTAL					<u>3,928.00</u>
2603	02/22/2024	SCI Consulting Group	Inv #SBS11110	1013 - Checking - US Bank - GF x3353	-7,983.00
SBS11110	01/31/2024		Assessment Administration Fiscal Year 2023-24 Final Pymt	5345 - Prof. Services - Engineer Rpt	7,983.00
TOTAL					<u>7,983.00</u>
2604	02/22/2024	Airgas Dry Ice	4317638	1013 - Checking - US Bank - GF x3353	-293.77
9146713858	02/06/2024		Dry Ice (200 lbs)	5820 - Dry Ice	293.77
TOTAL					<u>293.77</u>

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

Num	Date	Name	Memo	Account	Original Amount
2605	02/22/2024	Alert Door Service, Inc.	Inv #102328	1013 - Checking - US Bank - GF x3353	-350.00
102328	02/21/2024		Repair front gate not closing	5505 - Facility - Repairs & Maint	350.00
TOTAL					<u>350.00</u>
2606	02/22/2024	American Fidelity Assuran	Payor: 56840	1013 - Checking - US Bank - GF x3353	-457.98
D694212	02/20/2024		Life/Acc/Cancer EE Insurance for Feb-2024	5170 - Actives - Other Benefits	457.98
TOTAL					<u>457.98</u>
2607	02/22/2024	Badawi & Associates	Invoice #1565	1013 - Checking - US Bank - GF x3353	-2,278.00
1565	02/13/2024		FY22-23 Audit (Final Pymt-10% of Contract \$22,780)	5375 - Audit	2,278.00
TOTAL					<u>2,278.00</u>
2608	02/22/2024	Colorprint	Inv #35805	1013 - Checking - US Bank - GF x3353	-218.29
35805	02/06/2024		Pesticide tags (100)	5705 - Pesticides	218.29
TOTAL					<u>218.29</u>
2609	02/22/2024	Eppendorf North America,	Customer #4100002587	1013 - Checking - US Bank - GF x3353	-353.00
40019390929	02/09/2024		Single channel pipette calibration	5840 - Lab Equip. Maintenance	353.00
TOTAL					<u>353.00</u>
2610	02/22/2024	James Barry	Inv #961591	1013 - Checking - US Bank - GF x3353	-150.00
961591	02/06/2024		Fish pond maintenance	5505 - Facility - Repairs & Maint	150.00
TOTAL					<u>150.00</u>
2611	02/22/2024	Lampire Biological Labora	A/C # SANMAT	1013 - Checking - US Bank - GF x3353	-371.00
583649	02/06/2024		Chicken Blood (PO# 02076-1932)	5815 - Mosquito Blood	371.00
TOTAL					<u>371.00</u>

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

Num	Date	Name	Memo	Account	Original Amount
2612	02/22/2024	LGC Biosearch Technolog	Customer No. 40276	1013 - Checking - US Bank - GF x3353	-547.82
281692	02/20/2024		PCR supplies-replacement probes	5845 - Lab PCR Supplies	547.82
TOTAL					547.82
2613	02/22/2024	Pacific Office Automation	Customer #446374	1013 - Checking - US Bank - GF x3353	-271.14
1969	02/03/2024		Maintenance for 1 Color & 2 Blk/Wht Copiers 02/02/24-03/02/24	5380 - Copier and postage	271.14
TOTAL					271.14
2614	02/22/2024	Pitney Bowes Global Final	0076-7976-00-4	1013 - Checking - US Bank - GF x3353	-209.35
3106531483	02/12/2024		Postage meter rental 01/01/24-03/31/24	5380 - Copier and postage	209.35
TOTAL					209.35
2615	02/22/2024	Public Agency Retirement	Customer #SAN400	1013 - Checking - US Bank - GF x3353	-318.36
54939	02/13/2024		PARS Alternate Retirement System Fees PE 12/31/2023	5325 - HR & Finance Consultant	318.36
TOTAL					318.36
2616	02/22/2024	Redwood Trading Post		1013 - Checking - US Bank - GF x3353	-955.82
1000309759	02/09/2024		Work boots for Tara Roth	5725 - Apparel - Uniforms & Boots	269.17
1000309760	02/09/2024		Work boots for Ariel Crews	5725 - Apparel - Uniforms & Boots	269.17
1000305578	02/13/2024		Work boots for Devon MacDonald	5725 - Apparel - Uniforms & Boots	269.17
1000304932	02/13/2024		Bogs for Eric Eckstein	5725 - Apparel - Uniforms & Boots	148.31
TOTAL					955.82
2617	02/22/2024	RMT Landscape Contract	Customer #M332	1013 - Checking - US Bank - GF x3353	-869.00
20240231	02/10/2024		Landscape Maintenance Feb-2024 (1351 Rollins Rd)	5505 - Facility - Repairs & Maint	544.50
			Landscape Maintenance (1415 N Carolan Ave)	5505 - Facility - Repairs & Maint	324.50
TOTAL					869.00
2618	02/22/2024	Verizon Wireless	A/C #271667168-00002	1013 - Checking - US Bank - GF x3353	-1,805.96

San Mateo County Mosquito & Vector Control District
Check Detail

February 2024

GF-Feb 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
9955198201	01/26/2024		Services for period 12/27/23-01/26/24 (CalNet)	5580 - Phone - Mobile Devices-Verizon	1,805.96
TOTAL					<u>1,805.96</u>
2619	02/22/2024	Angela Nakano	Per Diem to AMCA Annl Conf in Dallas, TX 3/4-3/7/24	1013 - Checking - US Bank - GF x3353	-241.50
AMCA-PDiem3-4-2	02/22/2024		Per Diem to AMCA Annl Conf in Dallas, TX 3/4-3/7/24	5215 - Conferences / Workshops Staff	241.50
TOTAL					<u>241.50</u>
2620	02/22/2024	Arielle Crews	Per Diem to AMCA Annl Conf in Dallas, TX 3/3-3/7/24	1013 - Checking - US Bank - GF x3353	-310.50
AMCA-PDiem3-3-2	02/22/2024		Per Diem to AMCA Annl Conf in Dallas, TX 3/3-3/7/24	5215 - Conferences / Workshops Staff	310.50
TOTAL					<u>310.50</u>
2621	02/22/2024	Brian Weber	Per Diem to AMCA Annl Conf in Dallas, TX 3/4-3/8/24	1013 - Checking - US Bank - GF x3353	-310.50
AMCA-PDiem3-4-2	02/22/2024		Per Diem to AMCA Annl Conf in Dallas, TX 3/4-3/8/24	5215 - Conferences / Workshops Staff	310.50
TOTAL					<u>310.50</u>
2622	02/22/2024	Brian Weber	Per Diem to VCJPA Meeting in Santa Cruz, CA 2/28-3/1/24	1013 - Checking - US Bank - GF x3353	-172.50
VCJPA-PDiem2-28	02/22/2024		Per Diem to VCJPA Meeting in Santa Cruz, CA 2/28-3/1/24	5215 - Conferences / Workshops Staff	172.50
TOTAL					<u>172.50</u>
2623	02/22/2024	Richard Arrow	Per Diem to VCJPA Meeting in Santa Cruz, CA 2/28-3/1/24	1013 - Checking - US Bank - GF x3353	-172.50
VCJPA-PDiem2-28	02/22/2024		Per Diem to VCJPA Meeting in Santa Cruz, CA 2/28-3/1/24	5215 - Conferences / Workshops Staff	172.50
TOTAL					<u>172.50</u>
CHECK TOTAL					<u><u>162,161.37</u></u>

Note: Previous month's check numbers were 2474-2558. Current month's check numbers are 2559-2623 (65 checks).

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

**CPF-Feb
2024**

February 2024

Num	Date	Name	Memo	Account	Original Amount
1269	02/08/2024	Aetypic, Inc.		1023 · Checking - US Bank - CPF x4183	-6,196.00
AET-2024-A004	02/06/2024		Professional Services thru 01/26/2024 (1415 N. Carolan Improv Project)	6010 · Building Improvements	400.00
AET-2023-J008	02/06/2024		Professional Services thru 10/27/2023 (1415 N. Carolan Improv Project)	6010 · Building Improvements	5,796.00
TOTAL					6,196.00
1270	02/08/2024	Capital Program Management Invoice #23-15-01		1023 · Checking - US Bank - CPF x4183	-388.50
23-15-01	12/08/2023		Construction Mgmt Services thru 11/30/2023; Proj No. 23-15 (1415 N Carolan)	6010 · Building Improvements	388.50
TOTAL					388.50
1271	02/08/2024	Enterprise FM Trust	Customer No. 458563	1023 · Checking - US Bank - CPF x4183	-3,542.33
458563-020424	02/04/2024		22NCN8-2018 NISS Frontier- Feb 2024	6030 · Vehicle Leases	248.89
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	248.89
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MNV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MVW3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	522.65
TOTAL					3,542.33
1272	02/22/2024	Capital Program Management Invoice #23-15-03		1023 · Checking - US Bank - CPF x4183	-4,662.00
23-15-03	02/09/2024		Construction Mgmt Services thru 01/31/2024; Proj No. 23-15 (1415 N Carolan)	6010 · Building Improvements	4,662.00
TOTAL					4,662.00
CHECK TOTAL					14,788.83

Note: Previous month's check number were 1267-1268. Current month's check number are 1269-1272 (4 checks).

San Mateo County Mosquito & Vector Control District
Credit Card Transaction Detail by Account
February 2024

Feb 2024

Type	Date	Name	Memo	Split	Amount
1040 · US Bank Purchase Card					
1045 · US Bank Visa Brian x2315					
Credit Card Charge	01/23/2024	MVCAC	MVCAC Conf-banquet tickets Theresa, Tara, and Arielle	5215 · Conferences / Workshops Staff	420.00
Credit Card Charge	01/23/2024	Misc-Admin	Portola Hotel-MVCAC Conf Trustee Ray Williams 1/21-1/24/24	5210 · Conferences / Workshops Board	931.38
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Casey 1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel-MVCAC Conf for Trustee Chuck Cotten 1/21-1/24/24	5210 · Conferences / Workshops Board	619.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Matthew 1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Sean 1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Walter 1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Brian 1/21-1/24/24	5215 · Conferences / Workshops Staff	641.83
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel-MVCAC Conf for Trustee Kati Martin1/21-1/24/24	5210 · Conferences / Workshops Board	641.83
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Arielle1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Tara1/21-1/24/24	5215 · Conferences / Workshops Staff	641.83
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel-MVCAC Conf for Trustee Dr Scott Smith1/21-1/24/24	5210 · Conferences / Workshops Board	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Kim 1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel & Spa-MVCAC Conf for Theresa 1/21-1/24/24	5215 · Conferences / Workshops Staff	579.10
Credit Card Charge	02/05/2024	Misc- Outreach	4imprint-giveaway magnets for District brand awareness	5910 · Media and Network	980.93
Credit Card Charge	02/05/2024	Misc- Outreach	LL Bean - District branded clothing items for staff	5910 · Media and Network	828.28
Total 1045 · US Bank Visa Brian x2315					10,337.98
1050 · US Bank Visa Admin x5992					
Credit Card Charge	01/24/2024	Misc- Outreach	CAPIO - training from CA of public information officers for Rachel	5910 · Media and Network	30.00
Credit Card Charge	01/24/2024	Tap Plastics Inc	Outreach materials for displaying larvae at schools	5910 · Media and Network	58.02
Credit Card Charge	01/24/2024	Misc-Admin	Portola Hotel-MVCAC Trustee R. Williams Tax Bal.	5210 · Conferences / Workshops Board	10.93
Credit Card Charge	01/25/2024	California Special District Assoc	Leadership academy conf. reg. for Trustee Laura Walsh	5210 · Conferences / Workshops Board	720.00
Credit Card Charge	01/31/2024	American Mosquito Control Assc	AMCA annual meeting reg. for Arielle 3/4-3/8/24	5215 · Conferences / Workshops Staff	535.00
Credit Card Charge	01/31/2024	Costco	Misc. office supplies	5335 · Office Expense	239.98
			Misc. janitorial cleaning paper supplies	5340 · Janitorial/Household Expense	44.06
Credit Card Charge	01/31/2024	Misc-Admin	Paul's Flowers - sent flowers to Trustee Carolyn Parker	5335 · Office Expense	140.81
Credit Card Charge	02/01/2024	Misc- Outreach	Yelp - precision advertising of District services	5910 · Media and Network	90.00
Credit Card Charge	02/01/2024	Google Inc.	Advertising of district services on google search	5910 · Media and Network	172.81
Credit Card Charge	02/02/2024	Mosyle Business	Business premium license	5465 · Computer Software	37.50
Credit Card Charge	02/05/2024	California Special District Assoc	Leadership academy conf. reg. for Trustee Rena Gilligan 4/14-4/17/24	5210 · Conferences / Workshops Board	490.00
Credit Card Charge	02/05/2024	Misc-Admin	Residence Inn Sacr-for Brian MVCAC lobby days 2/20-2/22/24	5215 · Conferences / Workshops Staff	329.92
Credit Card Charge	02/07/2024	MISAC	MISAC membership	5330 · Memberships & Subscriptions	97.50
Credit Card Charge	02/09/2024	Amazon.com	Misc. items for the office	5335 · Office Expense	36.14
Credit Card Charge	02/09/2024	Intuit	Check re-order for US Bank capital fund	5335 · Office Expense	271.19
Credit Card Charge	02/14/2024	Misc-Admin	Celia's Mexican Restaurant - dinner for february board meeting	5305 · Board Meeting Expenses	797.76

San Mateo County Mosquito & Vector Control District
Credit Card Transaction Detail by Account
February 2024

Feb 2024

Type	Date	Name	Memo	Split	Amount
Credit Card Charge	02/14/2024	Safeway Store	Cookies for February board meeting	5305 · Board Meeting Expenses	21.22
Credit Card Charge	02/14/2024	Amazon.com	iPhone 14 accessories for Casey	5335 · Office Expense	44.84
Credit Card Charge	02/16/2024	Eppendorf North America, Inc.	Restocking pcr room ahead of sequencing	5845 · Lab PCR Supplies	481.35
Credit Card Charge	02/16/2024	Takara Bio	Genomic testing and sequencing	5845 · Lab PCR Supplies	602.65
Credit Card Charge	02/16/2024	Qiagen LLC	Genomic testing and sequencing	5845 · Lab PCR Supplies	296.78
Credit Card Charge	02/21/2024	JME Ellsworth Company	Breather for BVA tanks	5705 · Pesticides	429.20
Credit Card Charge	02/21/2024	Craigslist	Job posting for Vector Control Aide I/II position	5335 · Office Expense	150.00
Credit Card Charge	02/21/2024	Fisher Scientific	Genomic testing and sequencing	5845 · Lab PCR Supplies	180.74
Total 1050 · US Bank Visa Admin x5992					6,308.40
1052 · US Bank Visa Angie x8413					
Credit Card Charge	02/02/2024	Safeway Store	Autoclave supplies	5825 · Lab Supplies	26.74
Credit Card Charge	02/06/2024	Expedia	Flight for Arielle-AMCA annual meeting Dallas, TX 3/3-3/7/24	5215 · Conferences / Workshops Staff	404.64
Credit Card Charge	02/08/2024	Misc-Admin	American Airlines-flight for Angie AMCA Annual Meeting 3/4-3/7/24	5215 · Conferences / Workshops Staff	402.75
Credit Card Charge	02/08/2024	Misc-Admin	Residence Inn Dallas- for Arielle AMCA Annual Meeting 3/3-3/7/24	5215 · Conferences / Workshops Staff	1,246.11
Total 1052 · US Bank Visa Angie x8413					2,080.24
1053 · US Bank Visa Casey x8447					
Credit Card Charge	02/05/2024	Misc-Admin	Residence Inn Sac-for Rachel MVCAC lobby days 2/20-2/21/24	5215 · Conferences / Workshops Staff	329.92
Credit Card Charge	02/08/2024	Misc- Ops	Do My Own-Rat traps for the public	5705 · Pesticides	125.81
Total 1053 · US Bank Visa Casey x8447					455.73
TOTAL 1040 · US Bank Purchase Card					19,182.35



P.O. BOX 6343
FARGO ND 58125-6343



00000893 01 SP 108481969746139 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 02-22-2024
AMOUNT DUE \$19,182.35
NEW BALANCE \$19,182.35
PAYMENT DUE ON RECEIPT

Feb
2024

AMOUNT ENCLOSED
\$

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

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

[REDACTED] 001918235 001918235

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance	
Company Total	\$9,855.05	\$19,471.90	\$0.00	\$0.00	\$0.00	\$289.55	\$9,855.05	\$19,182.35	

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
					\$9,855.05 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
02-20	02-17	7479826405100000000761	PAYMENT - THANK YOU 00000 C		9,855.05 PY

NEW ACTIVITY					
ANGELA NAKANO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$2,080.24	\$0.00	\$2,080.24
Post Date	Tran Date	Reference Number	Transaction Description		Amount
02-05	02-02	24231684034837001327409	SAFEWAY #2878 MILLBRAE CA		26.74
02-07	02-06	24692164037101558856886	EXPEDIA 72754429980847 EXPEDIA.COM WA		6.84
02-08	02-06	24035964038344900512546	AMERICAN AIR0017007955815 FORT WORTH TX STREHL/ARIEL A 03-07-24 DFW AA S SFO		169.10

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	[REDACTED]		PREVIOUS BALANCE	9,855.05
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	19,471.90
	02/22/24	.00	CASH ADVANCES	.00
AMOUNT DUE 19,182.35		CASH ADVANCE FEES		.00
		LATE PAYMENT CHARGES		.00
		CREDITS	289.55	
		PAYMENTS	9,855.05	
		ACCOUNT BALANCE	19,182.35	



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 02-22-2024

Feb
2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-08	02-08	24035964039634001136875	AMERICAN AIR0012114503451 FORT WORTH TX NAKANO/ANGELA 03-04-24 SFO AA B DFW AA B SFO	378.20
02-08	02-08	24035964039634001136883	AMERICAN AIR0010644247758 FORT WORTH TX NAKANO/ANGELA 03-04-24 SFO AA B DFW AA B SFO	24.55
02-08	02-06	24692164038101993005148	UNITED 0162362757441 UNITED.COM TX STREHL/ARIELA 03-03-24 SFO UA S DFW	228.70
02-12	02-08	24692164040100853623764	RESIDENCE INN DALLAS D DALLAS TX E 6020 ARRIVAL: 02-08-24	1,246.11

CASEY STEVENSON	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$455.73	\$0.00	\$455.73

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-07	02-05	24692164037101294641618	RESIDENCE INN DOWNTOWN SACRAMENTO CA E 5184 ARRIVAL: 02-05-24	329.92
02-09	02-08	24492154039717950716054	DO MY OWN 868-581-7378 CA	125.81

SMCMVCD ADMIN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$289.55	\$6,597.95	\$0.00	\$6,308.40

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-25	01-23	240009740249999303713805	PORTOLA HOTEL AND SPA MONTEREY CA 0000002024 ARRIVAL: 01-21-24	289.55
01-26	01-24	74000974025003902586961	PORTOLA HOTEL AND SPA 760-5338559 CA	289.55 CR
01-26	01-24	24000974025003902587998	PORTOLA HOTEL AND SPA MONTEREY CA 0000001939 ARRIVAL: 01-21-24	10.93
01-26	01-24	24207854025178500475427	CAPIO - CA ASSOCIATION OF 530-9245444 CA	30.00
01-26	01-24	24275394025900012628639	TAP PLASTICS, INC 888-8277330 CA	58.02
01-29	01-25	24071054026627190801663	CALIFORNIA SPECIAL DIS 916-4427887 CA	720.00
02-01	01-31	24011344031000044904672	AMCA' CA HTTPSWWW.MOSQ.CA	535.00
02-01	02-01	24492164032000029027845	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS.FL	37.50
02-01	01-31	24692164031106373261671	COSTCO DELIVERY 654-800-788-9968 CA	284.04
02-01	01-31	24793384031002941558031	PAULS FLOWER LOVINGLY FISHKILL NY	140.81
02-02	02-01	24492164032000065565096	YELPINC*855 380 9357 WWW.YELP.COM CA	90.00
02-02	02-01	24803944033910009714790	GOOGLE*ADS3907138857 CC GOOGLE.COM CA	172.81
02-07	02-05	24071054037627160343495	CALIFORNIA SPECIAL DIS 916-4427887 CA	490.00
02-07	02-05	24692164037101294641626	RESIDENCE INN DOWNTOWN SACRAMENTO CA E 5203 ARRIVAL: 02-05-24	329.92
02-09	02-07	24707804039030044432824	MISAC 714-738-5309 CA	97.50
02-12	02-09	24692164040100638023512	AMZN MKTP US*RB88024K1 AMZN.COM/BILL WA	36.14
02-12	02-09	24692164040100935601770	INTUIT *CHECKS / FORMS CL INTUIT.COM CA	271.19
02-15	02-14	24040834045900016800015	CELIA'S RESTAURANT #2 SAN MATEO CA	797.76
02-15	02-14	24692164045104438346516	AMZN MKTP US*RI7DA1DF0 AMZN.COM/BILL WA	44.84
02-16	02-14	24231684046837001331597	SAFEWAY #1547 BURLINGAME CA	21.22
02-19	02-16	24121574048410037402875	EPPENDORF NORTH AMERIC 800-6453050 NY	481.35
02-19	02-16	24755424047640475280250	TAKARA BIO USA INC 650-9197353 CA	602.65
02-19	02-16	24941504047089207415855	QIAGEN LLC 800-426-8157 MD	296.78
02-22	02-21	24492154052715173698444	JOHN M ELLSWORTH CO INC 414-354-1414 WI	429.20
02-22	02-21	24692164052109880660546	CRAIGSLIST.ORG 415-399-5200 CA	75.00
02-22	02-21	24692164052109880674034	CRAIGSLIST.ORG 415-399-5200 CA	75.00
02-22	02-21	24692164052109885453672	TFS*FISHERSCI ECOM HUS 800-766-7000 TX	180.74

Feb
2024



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 02-22-2024

NEW ACTIVITY

BRIAN WEBER ██████████	CREDITS \$0.00	PURCHASES \$10,337.98	CASH ADV \$0.00	TOTAL ACTIVITY \$10,337.98
----------------------------------	--------------------------	---------------------------------	---------------------------	--------------------------------------

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-23	01-21	24426294022018022055967	MOSQUITO & VECTOR CONTROL 916-440-0826 CA	140.00
01-23	01-21	24426294022018022055991	MOSQUITO & VECTOR CONTROL 916-440-0826 CA	140.00
01-23	01-21	24426294022018022056007	MOSQUITO & VECTOR CONTROL 916-440-0826 CA	140.00
01-26	01-24	24000974025003902586362	PORTOLA HOTEL AND SPA MONTEREY CA 0000002182 ARRIVAL: 01-21-24	931.38
01-26	01-24	24000974025003902586735	PORTOLA HOTEL AND SPA MONTEREY CA 0000001938 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902586974	PORTOLA HOTEL AND SPA MONTEREY CA 0000001943 ARRIVAL: 01-21-24	619.10
01-26	01-24	24000974025003902587162	PORTOLA HOTEL AND SPA MONTEREY CA 0000002297 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902587196	PORTOLA HOTEL AND SPA MONTEREY CA 0000002301 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902587238	PORTOLA HOTEL AND SPA MONTEREY CA 0000002299 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902587253	PORTOLA HOTEL AND SPA MONTEREY CA 0000002025 ARRIVAL: 01-21-24	641.83
01-26	01-24	24000974025003902587311	PORTOLA HOTEL AND SPA MONTEREY CA 0000001988 ARRIVAL: 01-21-24	641.83
01-26	01-24	24000974025003902587386	PORTOLA HOTEL AND SPA MONTEREY CA 0000002032 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902587394	PORTOLA HOTEL AND SPA MONTEREY CA 0000002241 ARRIVAL: 01-21-24	641.83
01-26	01-24	24000974025003902587584	PORTOLA HOTEL AND SPA MONTEREY CA 0000002030 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902587873	PORTOLA HOTEL AND SPA MONTEREY CA 0000002245 ARRIVAL: 01-21-24	579.10
01-26	01-24	24000974025003902587915	PORTOLA HOTEL AND SPA MONTEREY CA 0000002248 ARRIVAL: 01-21-24	579.10
02-08	02-05	24892164036100735033931	4IMPRINT, INC 4IMPRINT.COM WI	980.93
02-09	02-08	24767904039068300290770	LLBEAN-DIRECT 207-8654761 ME	828.28

Department: 00000 Total:
Division: 00000 Total:

\$19,182.35
\$19,182.35



1415 N. Carolan Ave. Project Management Report

Reporting date

3/1/24-3/31/24

Project objective(s)

1. Eliminate the need for leased property
2. Meet District staff, parking, and equipment storage space short and long-term needs
3. Develop a financial strategy that pays for construction and associated costs
4. Prioritize building projects based on need and cost

Work completed in March

1. Met with Aetypic and CPM on site at 1415 N. Carolan Ave to ensure all parties were on the same page regarding the project
2. Met with the Real Estate Committee to review the new 7.1-million-dollar budget estimate

Work planned to be completed in April

1. Meet with CPM and Aetypic twice monthly to ensure the construction drawings stay on schedule.

Outlook for the remainder of 2024

1. Work with Aetypic and CPM to get construction drawings completed
2. Work with the Real Estate/Finance Committee and Aetypic to ensure accurate project costs.
3. Create and present a financial plan with implementation and funding options to the Committees and Board.

Budget status and outlook

Total budget approved for Phase 2:	\$555,923
Budget spent for Phase 2 (construction plans):	\$ 17,796
Total budget spent since property purchase:	\$175,047 *

*See attachment 4B.1 for financial details.

San Mateo County Mosquito & Vector Control District
Transaction Detail By Account
 July 2021 through June 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount
6000 · CAPITAL IMPROVEMENTS								
6010 · Building Improvements								
Bill	08/12/2021	18823561-1st half Dp	Bay Alarm	1415 N. Carolan-Alarm Installation-1st Half Deposit			2000 · Accounts Payable	1,889.00
Bill	08/27/2021	74937	All Fence Company, Inc.	Repair & replace chain link fence @ 1415 N Carolan			2000 · Accounts Payable	1,685.00
Bill	09/08/2021	18989742-2nd half Dp	Bay Alarm	1415 N. Carolan-Alarm Installation-2nd Half Deposit			2000 · Accounts Payable	1,889.00
Bill	12/11/2021	C57-406	Bay Area Paving Co. Inc.	Replaced cracked driveway and sidewalk (1415 N. Carolan) PO#02706-1767			2000 · Accounts Payable	7,865.50
General Journal	05/17/2022	05172022A	RMT Landscape Contractors, Inc.	Re-code 1415 N Carolan Ground Mulch Cover Refresh			5505 · Facility - Repairs & Maint	\$ 3,090
General Journal	05/17/2022	05172022A	Loral Landscaping, Inc.	Re-code 1415 N Carolan Landscape Improvements			5505 · Facility - Repairs & Maint	\$ 4,878
General Journal	06/24/2022	06242022A	Bay Alarm	Re-code to 6010-1415 N Carolan Intrusion Alarm Install-1st 1/2 Dep			5385 · Security and fire alarm	\$ 325
General Journal	06/24/2022	06242022A	Bay Alarm	Re-code to 6010-1415 N Carolan Intrusion Alarm Install-2nd 1/2 Dep			5385 · Security and fire alarm	\$ 325
Bill	11/03/2022	AET-2022-I007	Aetypic, Inc.	Geotechnical Services: 1415 N. Carolan Ave Improvement Project			2000 · Accounts Payable	\$ 11,352
Bill	12/08/2022	AET-2022-K003	Aetypic, Inc.	Professional Services thru 11/25/22: 1415 N. Carolan Improv Project			2000 · Accounts Payable	\$ 96,421
Bill	04/12/2023	AET-2023-C003	Aetypic, Inc.	Professional Services thru 03/31/2023: 1415 N. Carolan Improv Project			2000 · Accounts Payable	\$ 12,947
Bill	06/30/2023	AET-2023-F007	Aetypic, Inc.	Professional Services thru 06/30/2023: 1415 N. Carolan Improv Project			2000 · Accounts Payable	\$ 14,585
Bill	12/08/2023	23-15-01	Capital Program Management, Inc.	Construction Mgmt Services thru 11/30/2023; Proj No. 23-15 (1415 N Carolan)			2000 · Accounts Payable	\$ 389
Bill	01/08/2024	23-15-02	Capital Program Management, Inc.	Construction Mgmt Services thru 12/31/2023; Proj No. 23-15 (1415 N Carolan)			2000 · Accounts Payable	\$ 2,720
Bill	02/06/2024	AET-2024-A004	Aetypic, Inc.	Professional Services thru 01/26/2024 (1415 N. Carolan Improv Project)			2000 · Accounts Payable	\$ 400
Bill	02/06/2024	AET-2023-J008	Aetypic, Inc.	Professional Services thru 10/27/2023 (1415 N. Carolan Improv Project)			2000 · Accounts Payable	\$ 5,796
Bill	02/09/2024	23-15-03	Capital Program Management, Inc.	Construction Mgmt Services thru 01/31/2024; Proj No. 23-15 (1415 N Carolan)			2000 · Accounts Payable	\$ 4,662
Bill	03/08/2024	23-15-04	Capital Program Management, Inc.	Construction Mgmt Services thru 02/29/2024; Proj No. 23-15 (1415 N Carolan)			2000 · Accounts Payable	\$ 3,830
Total 6010 · Building Improvements								\$ 175,047
Total 6000 · CAPITAL IMPROVEMENTS								\$ 175,047
TOTAL								\$ 175,047

Agenda Item 4C

**SUBJECT: REPORT AND DISCUSSION ON TRUSTEE
COMPENSATION**

BACKGROUND

During the past month, the Finance Committee thoroughly deliberated on the potential enhancement of compensation and benefits for District Board members. After extensive consultations with staff and legal counsel, it has been determined that augmenting fringe benefit allocations would be permissible. This can be achieved by allocating funds towards specific health and welfare benefit programs, such as directing District contributions to a Health Reimbursement Arrangement (HRA) designated for active Trustees.

In straightforward terms, the Trustees can adjust the funds allocated for their meeting expenses by opting to secure health benefits as an alternative form of compensation through an internal policy adjustment.

STATUS

At their March 4, 2024, Finance Committee Meeting, staff were directed to bring back several options to the Finance Committee on how the compensation and benefits would be applied. The following decisions need to be made and assume that monthly compensation over \$100 would be placed into an HRA account. Any decisions made by the Finance Committee will be drafted into policy by staff to be reviewed by the Policy Committee and recommended to the Board.

Increased Compensation Options

1. Increase the compensation by an additional \$50-\$200 regardless of the number of meetings attended, assuming one meeting is attended that month. This option is the closest to the existing model but with an increase. **Approximate fiscal impact \$10,500-\$42,000**
2. Increase the compensation by \$50-\$200 on a per-meeting basis. Meetings that could be included in this model are SMCMVCD Committee meetings and other government meetings while on District business such as LAFCo, city council, CSDA local chapter, conferences written into district policy, etc. **Approximate fiscal impact: \$10,000-\$40,000 depending on the number of meetings attended.**
3. A combination of options #1 and #2. For example, you could increase Board meeting compensation by \$50 per month and \$50 for each additional meeting in that month.

Option #2 and #3 would likely include a monthly or annual cap on total compensation.

Remaining Balance Options

1. Any unused balance remaining in the HRA account at the end of the calendar year would be returned to the District. **The approximate fiscal impact would remain similar or less to those listed on Increased Compensation Options #1 and #2.**
2. Any unused balance remaining in the HRA account at the end of the trustee's tenure would be returned to the District but be allowed to accumulate as long as they stay on the Board.
3. Any unused balance remaining in the HRA account would remain with the Board member. **Approximate fiscal impact of options #2 and #3 is difficult to determine until the program is in place for years. Still, the fiscal impact of options #1 and #2 would be less than option #3 because any unused balance is returned to the district.**

If Remaining Balance Option #3 is selected, a vesting schedule must be considered.

Vesting Schedule Options

1. The Board member keeps the entire HRA balance once they leave the Board
2. The Board member gets to keep a portion of the HRA balance in line with the employee vesting schedule. The schedule would equal 25% of the total balance for five years of service. Therefore, the participant would be 100% vested after 20 years of service.

Approximate fiscal impact is difficult to determine until the program is in place for years, but it would be impacted by the amount of unused balance that is not returned to the district.

RECOMMENDATION:

Direct staff on the next steps in increasing Board member meeting compensation, such as drafting policy and when to present to the Policy Committee and full Board.