



**REGULAR MEETING
OF THE BOARD OF TRUSTEES**

January 8, 2025, 6:00 PM

AGENDA

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

HOW TO OBSERVE THE MEETING:

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

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

Telephone: Listen to the meeting via Zoom at (408) 636-0968 or (669) 900-6833.

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

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

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

HOW TO SUBMIT PUBLIC COMMENTS:

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

Written Comments: Public comments may be submitted by email to comments@smcmvcd.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you want your comment read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 12:00 PM, the day of the meeting, will be included as an agenda supplement on the District's website under the relevant meeting

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

ACCESSIBILITY INFORMATION:

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

- 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.

A. Meeting Minutes

- Minutes from November 13, 2024

B. Financial Reports

- Financial Report for FY 2024-25 as of October 31, 2024 and November 30, 2024

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 – December 30, 2024

Report by: Ron Collins, Committee Chair

B. Presentation of June 30, 2024, Annual Comprehensive Financial Report

Report by: Sophia Quo, CPA of the Pun Group

ACTION: Approve the Annual Comprehensive Financial Report of June 30, 2024

C. Receive a PowerPoint presentation from Capital Program Management (CPM), Inc. to provide an update on the District's office and storage facility located at 1415 North Carolan, Burlingame

Report by: Sharon Thomas, AIA – Senior Project Manager and Brian Weber, District Manager

D. COMMITTEE ASSIGNMENTS

- Manager Weber will discuss the current committees. President Brutschy will consider any new requests for committee assignments and the creation of an Ad hoc Staff Negotiating Committee

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

Minutes of the Regular Meeting of the BOARD OF TRUSTEES

November 13th, 2024, 6:00 PM

1. **CALL TO ORDER** By President Mason Brutschy at 6:01 PM.
2. **PLEDGE OF ALLEGIANCE**, Led by President Brutschy
3. **ROLL CALL:**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton	
Chuck Cotten	City of Belmont	
Michael Goldman	Brisbane	
Rena Gilligan	City of Burlingame	
Laura Walsh	Town of Colma	
Desiree LaBeaud	County-at-Large	
Glenn R. Sylvester	City of Daly City	
Donna Rutherford	City of East Palo Alto	
Paul Norton	City of Foster City	
Kati Martin	City of Half Moon Bay	
D. Scott Smith	Town of Hillsborough	
Muhammad Baluom	City of Millbrae	
Peter DeJarnatt	City of Pacifica	
Kat Lion	Redwood City	BY ZOOM
Robert Riechel	City of San Bruno	
Ron Collins	City of San Carlos	
Michael Yoshida	City of South San Francisco	
Paul Fregulia	Town of Woodside	

PRESENT: 19 Trustees (1 by Zoom)

TRUSTEES ABSENT: 2

Ray Williams	Town of Portola
Catherine Carlton	City of Menlo Park

OTHERS PRESENT:

District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill

Assistant Manager and Operation Director, Casey Stevenson
Lab Director, Angie Nakano
Public Health Education and Outreach Officer, Rachel Curtis-Robles

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- Trustee Kat Lion requested to participate remotely pursuant to following the traditional Brown Act teleconferencing rules and posted her remote location on the agenda.
- No public comment was made. No members of the public were present for the duration of the meeting.

5. BOARD MEMBER OATH OF OFFICE

- Tolifili “Toli” Fa, of the City of San Mateo took her oath of office from the District’s General Counsel Alexandra Barnhill

6. CONSENT CALENDAR

All items on the Consent Calendar were considered and approved with a motion by Mohammad Baluom and second by Peter DeJarnett. (all approved without comment)
Votes: 19 YES; 0 No; 0 Abstain; 2 absent.

A. Approval of Minutes

1. Board Meeting Minutes of October 9, 2024

B. Approval of Financial Reports

1. Financial Report for FY 2024-25 as of September 30, 2024

C. Retirement of District Vehicle

1. Retirement of a 2014 Nissan technician pickup truck from fixed asset inventory

REGULAR AGENDA

7. BOARD COMMITTEE REPORTS

The Chair of each committee listed below provided a report on the committee's actions and presented their report to the Board.

A. Finance Committee Report

1. Finance Committee Report – from the meeting on November 4, 2024

Report by: Ron Collins, Finance Committee Chair with some further commentary by Richard Arrow regarding the PG&E solar panels being down for 2+ months with a consequent higher utility bill. Director Brian Weber offered rationale for that occurrence given the transition of the maintenance personnel's retirement.

ACTION: No action, information only

2. Construction Project status for the District's office and storage facility located at 1415 North Carolan, Burlingame

Report by: District Manager, Brian Weber noting that the drawings are approaching 65% completeness and generally remain on schedule. The Board discussed the scope of use for the conference room and were informed it will be a flexible design with advanced audio/visual capabilities.

ACTION: No action, information only

8. STAFF REPORTS

- A.** Operations Director Casey Stevenson provided an update on Operations activities. He noted that the mosquito season is slowing down, the seasonal team has finished their duties, and the staff is preparing for Trustee Field Day.
- B.** Laboratory Director Angie Nakano provided an update on Laboratory activities. 502 dead birds were collected, resulting in 36 + WNV tests in San Mateo, and we are now moving into tick surveillance season. She also noted collaboration with the CDC about rare tickborne diseases including *Borrelia miyamotoi*.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District Public Outreach Program

D. Information & Technology Director Matthew Nienhuis was not available for the update on the Information and Technology Program this month.

9. MANAGER’S REPORT

Manager Weber provided an update on relevant District information. He reminded the Trustees about the upcoming Trustee Field Day and ceremonial Holiday Dinner.

10. CLOSED SESSION was called by President Mason Brutschy then Attorney Alexandra Barnhill introduced the closed session:

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Gov. Code section 54957(b)(1).) Title: District Title: District Manager (Gov. Code section 54957(b))
- **CONFERENCE WITH LABOR NEGOTIATOR** Unrepresented Employee: District Manager (Gov. Code section 54957.6)

11. REPORT FROM CLOSED SESSION: The Board took no reportable action in closed session.

12. Resolution M-009-24 Fourth Amendment to District Manager’s Employment Agreement

Report By: Laura Walsh, Chair of General Manager Evaluation Committee

ACTION: General Counsel Barnhill noted that the General Manager’s compensation and term of agreement were proposed for amendment with a 5% increase and 3-year extension. A motion was made by Catherine Carlton and seconded by Peter DeJarnatt to accept the Manager’s Employment Agreement with Votes as follows: 19 YES; 0 Abstain; 2 absent.

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS. Brian’s work was commended by several trustees and examples given of the confidence in his leadership that translate down the chain in this organization. There was discussion about trustee Field Day and the holiday dinner planned for Wednesday December 11, 2024 at Il Fornaio Restaurant in Burlingame.

14. ADJOURNMENT was called at 7:15pm



Item 5B.1

**Preliminary
Monthly Financial Report
Month Ending October 31, 2024**

Staff Recommendation: Motion to recommend approval of the October 31, 2024, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through October 31, 2024 (YTD) were \$ 676,380. Total expenditures YTD were \$ 2,651,514. The change in fund balance was (\$ 1,975,135). The District had \$ 3,018,009 in cash available in County Treasury and \$ 5,535,188 in CalCLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2024:	\$ 10,460,092	\$ 678,478	\$ 11,138,570
Revenues/Resources	\$ 670,076	\$ 6,303	\$ 676,380
Due To (From) Funds	(4,389)	4,389	-
Expenditures	\$ 2,554,642	\$ 96,873	\$ 2,651,514
Change in Fund Balance	(1,888,955)	(86,180)	\$ (1,975,135)
* Ending Fund Balance	\$ 8,571,138	\$ 592,298	\$ 9,163,435

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 170,595	\$ -	\$ 170,595
Pension Rate Stabilization Reserve	\$ 124,363	\$ -	\$ 124,363
Assigned (Capital Improvements)	\$ -	\$ 592,298	\$ 592,298
Public Health Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Natural Disaster Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Real Property Acquisiton Fund	\$ 5,384,670	\$ -	\$ 5,384,670
Debt Service Repayment Fund	\$ -	\$ -	\$ -
Unrestricted Fund Balance	\$ 2,491,510	\$ -	\$ 2,491,510
Total	\$ 8,571,138	\$ 592,298	\$ 9,163,435



Budget Variances

Revenues

Actual revenues received through October 31, were \$ 676,380, which was less than the budget by \$ 7,093. This difference consists of timing differences of program, tax, and other revenue.

Expenditures

Expenditures through October 31, were \$ 2,651,514, which were under the budget by \$ 52,640 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over (Under)	Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$73,840	93.6%	Timing of Salary and Wages
Employee Benefits	Over	\$38,389	106.6%	Increased use of employee benefits
Insurance	Under	\$12,964	93.2%	Actual premiums less than budgeted
Operations	Over	\$19,201	125.3%	Timing of expenditures (pesticides)
Training, Board and Staff	Under	\$17,618	50.3%	Timing of training conferences/workshops
Computer Hardware & Software	Under	\$18,102	35.7%	Timing of computer expenditures
Capital Improvements	Over	\$33,436	152.7%	Timing of capital project expenditures

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

As of October 31, accounts receivable outstanding greater than 90 days total is \$ 563.44 from the City of San Francisco Parks (\$123.25) and San Francisco International Airport (\$ 440.19). 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 3050 through 3107. Last month's check number ended at 3049. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In October 2024, 58 checks written from the General Fund totaled \$ 225,695.86. In addition, the District wrote 2 checks from the Capital Fund totaling \$ 8,234.39 (check numbers 1290 through 1291).

8. Purchase Card Report and Bank Statement

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

San Mateo County Mosquito & Vector Control District
Balance Sheet
As of Oct 31, 2024

	Total Oct 31, 24	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	2,426,160	2,426,160	
1013 · Checking -US Bank - GF x3353	(2,508)	(2,508)	
1018 · Cash-Cal CLASS	5,535,188	5,535,188	
1020 · Cash-County Treasury-CPF x2705	591,849	-	591,849
1023 · Checking -US Bank - CPF x4183	-	-	-
1026 · County Funds - FMV	(44,372)	(44,822)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	124,363	124,363	
Total Checking/Savings	8,631,080	8,038,781	592,299
Accounts Receivable			
1100 · Accounts Receivable	48,878	48,878	
1105 · Interest Receivable	-	-	
Total Accounts Receivable	48,878	48,878	-
Other Current Assets			
1106 · Other Receivables	-	-	
1220 · VCJPA-Member Contingency Fund	519,172	519,172	
1230 · Pesticide Inventory	170,595	170,595	
1300 · Prepaid Items	-	-	
Total Other Current Assets	689,767	689,767	-
Total Current Assets	9,369,725	8,777,426	592,299
TOTAL ASSETS	9,369,725	8,777,426	592,299
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	199,210	199,210	-
Total Accounts Payable	199,210	199,210	-
Credit Cards			
1040 · US Bank Purchase Card	7,079	7,079	
Total Credit Cards	7,079	7,079	-
Other Current Liabilities			
Total Other Current Liabilities	-	-	-
Total Current Liabilities	206,288	206,288	-
Total Liabilities	206,288	206,288	-
Fund Balance			
Beginning Fund Balance, 7/1/2024	11,138,570	10,460,092	678,478
Due To (From) Funds	-	(4,389)	4,389
Revenues Over Expenditures	(1,975,135)	(1,884,566)	(90,569)
Ending Fund Balance *	9,163,435	8,571,138	592,298
TOTAL LIABILITIES & FUND BALANCE	9,369,724	8,777,426	592,298
Check Total:	1	-	1
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	170,595	170,595	-
Pension Rate Stabilization Reserve	124,363	124,363	
Assigned (Capital Improvements)	592,298	-	592,298
Public Health Emergency Fund	200,000	200,000	-
Natural Disaster Emergency Fund	200,000	200,000	-
Real Property Acquisiton Fund	5,384,670	5,384,670	-
Debt Service Repayment Fund	-	-	-
Unrestricted Fund Balance (Includes Working Capital)	2,491,510	2,491,510	-
Total Fund Balance	9,163,435	8,571,138	592,298

Statement of Revenues, Expenditures Budget vs. Actual
July 2024 through June 2025

Month of Report:
Oct, 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	2,935,053	74,621	(2,860,432)	2.5%	160,223	(85,602)	46.6%	27,133	15,350	(11,783)	56.6%
Total 4100 · PROPERTY TAX REVENUES	3,904,536	123,411	(3,781,125)	3.2%	148,225	(24,814)	83.3%	141,218	122,423	(18,795)	86.7%
Total 4200 · OTHER TAX REVENUES	850,000	321,216	(528,784)	37.8%	292,034	29,182	110.0%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	399,000	150,828	(248,172)	37.8%	82,991	67,837	181.7%	78,364	60,227	(18,137)	76.9%

Total Revenues	8,088,589	670,076	(7,418,513)	8.3%	683,473	(13,397)	98.0%	246,715	198,000	(48,715)	80.3%
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Expenditures

Total 5000 · SALARIES & WAGES	3,474,347	1,084,356	2,389,991	31.2%	1,158,196	(73,840)	93.6%	290,063	264,477	(25,586)	91.2%
Total 5100 · EMPLOYEE BENEFITS	1,537,067	618,870	918,197	40.3%	580,481	38,389	106.6%	108,878	108,076	(802)	99.3%
Total 5200 · TRAINING - BOARD & STAFF	90,586	17,826	72,760	19.7%	35,444	(17,618)	50.3%	4,987	2,219	(2,768)	44.5%
Total 5300 · ADMINISTRATION	414,650	114,841	299,809	27.7%	123,946	(9,105)	92.7%	28,021	25,299	(2,722)	90.3%
Total 5400 · INSURANCE	190,812	177,848	12,964	93.2%	190,812	(12,964)	93.2%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	75,969	10,042	65,927	13.2%	28,144	(18,102)	35.7%	3,190	427	(2,763)	13.4%
Total 5500 · FACILITIES MAINTENANCE	54,640	7,688	46,952	14.1%	14,324	(6,636)	53.7%	2,995	1,079	(1,916)	36.0%
Total 5550 · UTILITIES	73,963	27,515	46,448	37.2%	23,147	4,368	118.9%	6,691	7,369	678	110.1%
Total 5600 · FLEET MAINTENANCE	52,686	12,872	39,814	24.4%	21,498	(8,626)	59.9%	5,296	2,665	(2,631)	50.3%
Total 5700 · OPERATIONS	253,722	95,216	158,506	37.5%	76,015	19,201	125.3%	12,839	47,320	34,481	368.6%
Total 5800 · LABORATORY	105,394	35,491	69,903	33.7%	29,429	6,062	120.6%	9,864	11,808	1,944	119.7%
Total 5900 · PUBLIC OUTREACH	127,070	33,984	93,086	26.7%	41,187	(7,203)	82.5%	7,583	9,229	1,646	121.7%
Total 6500 · DEBT SERVICE	318,095	318,094	1	100.0%	318,095	1	100.0%	-	-	-	0.0%

Total Expenditures	6,769,001	2,554,642	(4,214,359)	37.7%	2,640,718	(86,076)	96.7%	480,407	479,969	(438)	99.9%
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General Fund Net Revenues Over Expenditures	1,319,588	(1,884,566)	(3,204,154)		(1,957,245)	72,679		(233,692)	(281,969)	(48,277)	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	6,303	(6,303)	0.0%	-	6,303	0.0%	-	6,303	6,303	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	1,319,588	96,873	1,222,715	7.3%	63,437	33,436	152.7%	5,859	33,651	27,792	574.4%

Capital Improvement Fund Net Revenue Over Expenditures	(1,319,588)	(90,569)	1,229,019		(63,437)	(27,132)		(5,859)	(27,348)	(21,489)	
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San Mateo County Mosquito & Vector Control District

10/31/2024

A/R Aging Summary

As of October 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Foster City	5,825.64	4,912.30				10,737.94
City of Pacifica Public Works Wastewater	78.08					78.08
City of Redwood City, Public Works			4,900.43			4,900.43
City of San Francisco, Parks	5,193.66		5,437.58	5,123.23	123.25	15,877.72
City of San Francisco, Public Utilities	123.25	70.43				193.68
City of San Mateo, Wastewater Treatment	373.88					373.88
City of South San Francisco Water Quality	168.06	168.06	168.06			504.18
San Francisco Int'l Airport	176.08	264.11	624.90		440.19	1,505.28
Sewer Authority Mid-Coastside	78.08					78.08
Silicon Valley Clean Water	344.76					344.76
Stanford University - Jasper Ridge	2,988.88	4,181.30	2,985.33	4,128.12		14,283.63
TOTAL	\$ 15,350.37	\$ 9,596.20	\$ 14,116.30	\$ 9,251.35	\$ 563.44	\$ 48,877.66

San Mateo County Mosquito & Vector Control District

12/23/2024

A/R Aging Summary

As of December 23, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Foster City	1,093.08					1,093.08
City of Pacifica Public Works Wastewater	78.08					78.08
City of Redwood City, Public Works				4,900.43		4,900.43
City of San Francisco, Parks	70.43			5,437.58	5,123.23	10,631.24
City of San Francisco, Public Utilities	70.43					70.43
City of San Mateo, Wastewater Treatment	373.88					373.88
City of South San Francisco Water Quality	84.03		168.06	168.06		420.15
San Francisco Int'l Airport	481.47			624.90	440.19	1,546.56
Sewer Authority Mid-Coastside	78.08					78.08
Silicon Valley Clean Water	189.58					189.58
Stanford University - Jasper Ridge		2,988.88	4,181.30	2,985.33	4,128.12	14,283.63
TOTAL	\$ 2,519.06	\$ 2,988.88	\$ 4,349.36	\$ 14,116.30	\$ 9,691.54	\$ 33,665.14

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
October 31, 2024

**GF-Oct
2024**

Beginning Cash per District as of Sep 30, 2024 2,690,363

Reductions	
Payroll Related (ADP)	(230,308)
Checks Written	(225,696)
Dep permit not yet reflected Cnty Stmt	(6,147)
Bank Fee	(206)
Total Reductions	(462,356)

Additions	
Abatement Services	14,938
Property Tax Revenue	121,818
Quarterly Interest	36,696
RDA Adj FY24-25	605
Special Benefit Assessment	-
Void CK#2979 reflected in Cnty Stmt	1,863
Sep Dep Permit reflected in Cnty Stmt	13,326
Misc Deposit	252
Total Additions	189,498

Ending Cash per District as of Oct 31, 2024 2,417,505

Cash per County General Fund Statement 2,417,505

Difference -

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 10/01/2024-10/31/2024 Page 2
 FRI, NOV 15, 2024, 8:30 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17461082 J3087---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 10/01/24	5,403,005.11	2,712,641.68	2,690,363.43
	10/01/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	13,326.14	0.00	2,703,689.57
	10/01/24	RJ15INTA	AutoID: JELO08C4 Job: 17382 JE	36,696.11	0.00	2,740,385.68
	10/16/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	2,116.35	0.00	2,742,502.03
	10/21/24	JE563210	AutoID: JCAO22A4 Job: 17420 JE	0.00	205.80	2,742,296.23
	10/24/24	SPRO244	AutoID: ITX024C4 Job: 17429 JE	885.19	0.00	2,743,181.42
	10/24/24	SPSO244	AutoID: ITX024A4 Job: 17429 JE	527.14	0.00	2,743,708.56
	10/30/24	TTLCR	AutoID: DSO030A4 Job: 17433 CR	169.72	0.00	2,743,878.28
	10/31/24	RJ20314	AutoID: ITX031D4 Job: 17440 JE	605.39	0.00	2,744,483.67
	10/31/24	UCCO314	AutoID: ITX031B4 Job: 17441 JE	122,219.18	0.00	2,866,702.85
	10/31/24	UCPO314	AutoID: ITX031G4 Job: 17441 JE	0.00	1,813.58	2,864,889.27
	10/31/24	JE563861	AutoID: JNEN05B4 Job: 17448 JE	0.00	456,003.90	2,408,885.37
	10/31/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	6,756.49	0.00	2,415,641.86
	10/31/24	JE563864	AutoID: JNEN05C4 Job: 17454 JE	1,863.22	0.00	2,417,505.08
		DR	* SUB ACCT Total *	5,588,170.04*	3,170,664.96*	2,417,505.08*

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 October 31, 2024

CPF-Oct
2024

Beginning Cash per District as of Sep 30, 2024	593,862
Reductions	
Checks Written	(8,234)
Bank Fee	(82)
Transfer-Out to General Fund	-
Total Reductions	(8,317)
Additions	
Quarterly Interest	6,303
Transfer-In from General Fund	-
Total Additions	6,303
Ending Cash per District as of Oct 31, 2024	591,849
Cash per County Capital Project Fund Statement	591,849
Difference	-

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 10/01/2024-10/31/2024 Page 1
 FRI, NOV 15, 2024, 8:30 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17461082 J3087---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

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

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 10/01/24	678,028.17	84,165.88	593,862.29
	10/01/24	RJ15INTA	AutoID: JEL008C4 Job: 17382 JE	6,303.35	0.00	600,165.64
	10/21/24	JE563210	AutoID: JCA022A4 Job: 17420 JE	0.00	82.30	600,083.34
	10/31/24	JE563861	AutoID: JNEN05B4 Job: 17448 JE	0.00	8,234.39	591,848.95
	DR		* SUB ACCT Total *	684,331.52*	92,482.57*	591,848.95*

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 October 31, 2024

Oct 2024

	<u>October 11, 2024</u>	<u>October 25, 2024</u>	Footnotes:
Payroll ACH Disbursement (including Net Pay & Taxes)			
Total Net Pay	84,538	85,562	
Federal W/H Tax	16,355	16,385	
Social Security Tax	1,038	1,113	A
Medicare	3,798	3,819	
CA W/H Tax	6,959	6,948	
CA SUI/DI	1,441	1,560	
Total	114,128	115,388	
ADP Process Fees PPE 9/7, 9/21	274	346	
ADP Fee Time & Attendance 10/11		173	
Total amount for the period:	114,402	115,906	
Total amount for the month:		230,308	

Footnotes:

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

San Mateo County Mosquito & Vector Control District
 Check Register (General Fund 02706)
 As of October 31, 2024

GF-Oct 2024

Transaction type	Date	Num	Name	Amount
1013 · Checking - US Bank - GF x3353				
Bill Payment (Check)	10/02/2024	3050	Charles P. Hansen	-603.91
Bill Payment (Check)	10/02/2024	3051	Dennis J Jewell	-603.91
Bill Payment (Check)	10/02/2024	3052	Great-West Life & Annuity Co	-7,522.77
Bill Payment (Check)	10/02/2024	3053	San Mateo County Retirement Assoc.	-42,665.85
Bill Payment (Check)	10/02/2024	3054	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	10/02/2024	3055	Airgas Dry Ice	-1,096.31
Bill Payment (Check)	10/02/2024	3056	American Fidelity Assurance	-428.88
Bill Payment (Check)	10/02/2024	3057	Colorprint	-1,940.47
Bill Payment (Check)	10/02/2024	3058	Comcast	-171.08
Bill Payment (Check)	10/02/2024	3059	Dencco	-234.95
Bill Payment (Check)	10/02/2024	3060	Eco Medical Inc.	-104.00
Bill Payment (Check)	10/02/2024	3061	Flyers Energy LLC	-3,542.15
Bill Payment (Check)	10/02/2024	3062	Franchise Tax Board	-100.00
Bill Payment (Check)	10/02/2024	3063	Fusion, LLC	-540.80
Bill Payment (Check)	10/02/2024	3064	Jarvis Fay LLP	-1,050.00
Bill Payment (Check)	10/02/2024	3065	Justin Loman	-205.00
Bill Payment (Check)	10/02/2024	3066	Life Technologies Corporation	-3,469.50
Bill Payment (Check)	10/02/2024	3067	Mason Brutschy	-252.08
Bill Payment (Check)	10/02/2024	3068	O'Reilly Automotive, Inc.	-29.76
Bill Payment (Check)	10/02/2024	3069	Pacific Office Automation	-298.25
Bill Payment (Check)	10/02/2024	3070	Public Agency Retirement Services (PARS)	-324.73
Bill Payment (Check)	10/02/2024	3071	Purchase Power	-437.50
Bill Payment (Check)	10/02/2024	3072	Quench USA, Inc.	-225.52
Bill Payment (Check)	10/02/2024	3073	Redwood Trading Post	-182.37
Bill Payment (Check)	10/02/2024	3074	SCI Consulting Group	-15,942.56
Bill Payment (Check)	10/02/2024	3075	Standard Insurance Company	-1,458.77
Bill Payment (Check)	10/02/2024	3076	Streamline	-431.00
Bill Payment (Check)	10/02/2024	3077	Target Specialty Products	-1,502.21
Bill Payment (Check)	10/02/2024	3078	The Pun Group, LLP	-5,000.00
Bill Payment (Check)	10/02/2024	3079	Tick Key International	-7,000.00
Bill Payment (Check)	10/02/2024	3080	Vector-Borne Disease Account	-492.00
Bill Payment (Check)	10/02/2024	3081	U.S. Bank	-13,761.50
Bill Payment (Check)	10/15/2024	3082	Great-West Life & Annuity Co	-7,522.77
Bill Payment (Check)	10/15/2024	3083	San Mateo County Retirement Assoc.	-42,665.85
Bill Payment (Check)	10/15/2024	3084	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	10/15/2024	3085	ADAPCO	-1,108.54
Bill Payment (Check)	10/15/2024	3086	Airgas Dry Ice	-365.27
Bill Payment (Check)	10/15/2024	3087	Amazon Capital Services	-1,707.24
Bill Payment (Check)	10/15/2024	3088	American Fidelity Assurance Company	-1,669.16
Bill Payment (Check)	10/15/2024	3089	Avantpage	-68.25
Bill Payment (Check)	10/15/2024	3090	Cintas Corporation #0464	-695.36
Bill Payment (Check)	10/15/2024	3091	Flyers Energy LLC	-3,359.92
Bill Payment (Check)	10/15/2024	3092	Grainger	-145.79
Bill Payment (Check)	10/15/2024	3093	Lampire Biological Laboratories, Inc.	-371.00
Bill Payment (Check)	10/15/2024	3094	Leading Edge Aerial Technologies, Inc.	-2,150.00
Bill Payment (Check)	10/15/2024	3095	Pacific Office Automation	-298.25
Bill Payment (Check)	10/15/2024	3096	PG&E	-4,207.15
Bill Payment (Check)	10/15/2024	3097	RankPlus SEO	-742.00

San Mateo County Mosquito & Vector Control District
 Check Register (General Fund 02706)
 As of October 31, 2024

GF-Oct 2024

Transaction type	Date	Num	Name	Amount
Bill Payment (Check)	10/15/2024	3098	Recology San Mateo County	-530.38
Bill Payment (Check)	10/15/2024	3099	Target Specialty Products	-3,508.00
Bill Payment (Check)	10/15/2024	3100	Aim To Please Janitorial Services	-1,633.25
Bill Payment (Check)	10/15/2024	3101	Colorprint	-148.41
Bill Payment (Check)	10/15/2024	3102	Franchise Tax Board	-100.00
Bill Payment (Check)	10/15/2024	3103	FRMS	-33,971.65
Bill Payment (Check)	10/15/2024	3104	Matthew Nienhuis	-110.16
Bill Payment (Check)	10/15/2024	3105	MidAmerica Administrative & Retirement	-2,000.00
Bill Payment (Check)	10/15/2024	3106	Verizon	-1,863.22
Bill Payment (Check)	10/15/2024	3107	Verizon	-1,867.59
TOTAL CHECKS #3050-3107:				-225,695.86
Total 1013 · Checking -US Bank - x3353 (Charged to General Fund #02706)				-225,695.86

Note: Previous month's check numbers were 3008-3049. Current month's check numbers are 3050-3107 (58 checks).

San Mateo County Mosquito & Vector Control District
 Check Register (Capital Fund 02705)
 As of October 31, 2024

CPF-Oct 2024

Transaction type	Date	Num	Name	Amount
1023 · Checking -US Bank - x4183				
Bill Payment (Check)	10/15/2024	1290	Capital Program Management Inc.	-5,106.00
Bill Payment (Check)	10/15/2024	1291	Enterprise FM Trust	-3,128.39
TOTAL CHECKS #1290-1291:				-8,234.39
Total 1023 · Checking -US Bank - x4183 (Charged to Capital Project Fund #02705)				-8,234.39

Note: Previous month's check number were 1287-1289. Current month's check number are 1290-1291 (2 checks).



P.O. BOX 6343
FARGO ND 58125-6343

Oct
2024



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 10-22-2024
AMOUNT DUE \$31,805.42
NEW BALANCE \$31,805.42
PAYMENT DUE ON RECEIPT

000000877 01 SP 106481162853478 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

AMOUNT ENCLOSED
\$ 9,831.36

Please make check payable to U.S. Bank

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

[REDACTED] 003180542 003180542

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And-Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges -	Credits -	Payments	New Balance	
[REDACTED]	\$35,735.56	\$9,891.52	\$0.00	\$0.00	\$0.00	\$60.16	\$13,761.50	\$31,805.42	
Company Total									

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
[REDACTED]					\$13,761.50 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
10-15	10-11	747982642890000000011110	PAYMENT - THANK YOU 00000 C		13,761.50 PY

NEW ACTIVITY					
ANGELA NAKANO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$5,055.11	\$0.00	\$5,055.11
Post Date	Tran Date	Reference Number	Transaction Description		Amount
09-25	09-24	24892164288100288724380	IN *PAUL K GUILLOW INC 781-2455255 MA		60.37
10-07	10-04	24755424279182792576356	ZORO TOOLS INC 855-2899676 IL		213.78
10-08	10-08	24036294282716085324884	LIFETECHCORP*12768598 800-955-6288 CA		1,111.38
10-09	10-08	24011344283000023873521	SP INSECTABIO LLC HTTP SINSECTAB CA		405.67
10-09	10-09	24036294283742224227613	LIFETECHCORP*12768598 800-955-6288 CA		860.12

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	35,735.56
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	9,891.52
	10/22/24	.00	CASH ADVANCES	.00
	AMOUNT DUE		CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	60.16
		PAYMENTS	13,761.50	
		ACCOUNT BALANCE	31,805.42	



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 10-22-2024

Oct
2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-09	10-08	24908414282211107715898	METTLER TOLEDO 800-4724646 CA	259.80
10-10	10-10	24036294284718363079089	LIFETECHCORP*12784157 800-955-6288 CA	365.76
10-10	10-09	24717054283172835606183	BIO RAD LABORATORIES 800-2246723 CA	588.79
10-11	10-11	24036294285712520793293	LIFETECHCORP*12784157 800-955-6288 CA	45.39
10-15	10-15	24036294289744156807325	LIFETECHCORP*12784157 800-955-6288 CA	1,034.07
10-18	10-16	24121574291410113556515	EPPENDORF NORTH AMERIC 800-6453050 NY	110.00

CASEY STEVENSON	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,215.96	\$0.00	\$1,215.96

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-01	09-30	24391214274036414007234	UCD UCANR SRICHMOND@UCD CA	349.00
10-02	09-30	24431064275065383695780	ALASKA AIR_0277123658074 SEATTLE WA LOMAN/JUSTIN 10-08-24	286.20
10-14	10-11	24755424286282861174561	SFO AS S SNA AS V SFO HILTON GARDEN INN 949-4557000 CA 45152336 ARRIVAL: 10-08-24	580.76

SMCMVCD ADMIN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$3,620.45	\$0.00	\$3,620.45

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-25	09-24	24113434268100322639550	KLEEN RITE CORP 800-233-3873 PA	35.08
09-26	09-25	24692164269100827621435	COSTCO DELIVERY 654 800-788-9968 CA	431.13
09-27	09-26	24011344270000071534053	LOVEANDSAN* IKES - BUR LOVEANDSANDWI CA	320.08
09-30	09-27	24755424272152729166677	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
10-01	10-01	24000774275000009834001	MOSYLE BUS* MOSYLE_BUS HTTPSBUSINESS FL	37.50
10-02	10-01	24204294275001517900097	GOOGLE ADS3907138857 650-2530000 CA	554.20
10-02	10-01	24692164275106194393310	YELPINC*855 380 9357 855-380-9357 CA	90.00
10-03	10-01	24071054278627187543937	CALIFORNIA SPECIAL DIS 916-4427887 CA	490.00
10-03	10-02	24231684277107438738412	OUTDOOR SUPPLY MILLBRAE MILLBRAE CA	81.48
10-09	10-08	24055234282112889041332	ROCK AUTO ROCKAUTO.COM WI	18.74
10-09	10-08	24116414283067369968285	ELIMBIO 510-427-8898 CA	489.40
10-09	10-07	24692164282102133567428	TST*LIMON - BURLINGAME BURLINGAME CA	682.80
10-09	10-07	24707804282030043001731	MISAC 714-738-5309 CA	130.00
10-11	10-09	24231684284114811337292	SAFEWAY #2878 MILLBRAE CA	9.98
10-14	10-10	24692164285105125797530	TST*BLUE LINE PIZZA - BU BURLINGAME CA	67.85
10-17	10-16	24431064290074554033323	ACE HARDWARE CORPORATION 800-453-0660 IL	27.01
10-18	10-17	24204294291001787491041	EBAY O*08-12208-42684 SAN JOSE CA	23.57
10-21	10-18	24943014293010203112632	THE HOME DEPOT #0632 SAN MATEO CA	99.88

BRIAN WEBER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$60.16	\$0.00	\$0.00	\$60.16 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-08	10-08	74430994282112473031335	MICROSOFT*365 MSBILL.INFO WA	60.16 CR

Oct
2024



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 10-22-2024

Department: 00000 Total:
Division: 00000 Total:

\$0,831.36
\$0,831.36

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

Credit Card Transaction Report

October 2024

Date	Transaction type	Name	Memo/Description	Account	Amount
1040 US Bank Purchase Card					
1050 US Bank Visa Admin x5992					
09/24/2024	Credit Card	Kleen-Rite	Replacement clear strainer bowls for CB jeep sprayer system	Ops Equipment & Repairs	35.08
09/25/2024	Credit Card	Costco	Misc. office supplies	Office Expense	184.00
			Misc. janitorial cleaning & paper supplies	Janitorial/Household Expense	247.13
09/26/2024	Credit Card	Misc- Outreach	Ike's sandwiches - dinner for County's staff public outreach meeting	Media and Network	320.08
09/27/2024	Credit Card	Misc- Ops	Economy smog - smog for fleet vehicle	Garage Repairs Outside	31.75
10/01/2024	Credit Card	Mosyle Business	Premium license 10/1/24-10/31/24	Computer Software	37.50
10/01/2024	Credit Card	Google Inc.	Advertise district services	Media and Network	554.20
10/01/2024	Credit Card	Misc- Outreach	Yelp - enhancements to raise awareness of district services	Media and Network	90.00
10/01/2024	Credit Card	California Special Districts Assoc	SDLA training registration for Trustee Michael Yoshida	Conferences / Workshops Board	490.00
10/02/2024	Credit Card	Outdoor Supply Hardware	Supplies for fleet maintenance	Auto, Hotsy, Plug, Boat, Traile	81.48
10/07/2024	Credit Card	Misc-Admin	Limon - Dinner for the October 9, 2024 board meeting	Board Meeting Expenses	682.80
10/07/2024	Credit Card	MISAC	Membership dues	Memberships & Subscriptions	130.00
10/08/2024	Credit Card	Rock Auto	Shipping return label to warranty CB jeep part	Auto, Hotsy, Plug, Boat, Traile	18.74
10/08/2024	Credit Card	ELIM Biopharmaceuticals	Sequencing for Anopheles and Aedes eggs	Disease Surveillance	489.40
10/09/2024	Credit Card	Safeway Store	Cookies for the October 9, 2024 board meeting	Board Meeting Expenses	9.98
10/10/2024	Credit Card	Misc-Admin	Blue Line Pizza - lunch for staff for facilities maint. interviews	Office Expense	67.85
10/16/2024	Credit Card	Ace Hardware	Long pole for BVA2 tank clean out	Ops Equipment & Repairs	27.01
10/17/2024	Credit Card	Ebay	Special replacement screws for CB jeep tailgate	Auto, Hotsy, Plug, Boat, Traile	23.57
10/18/2024	Credit Card	Home Depot	Painters tape and screws for shop use	Auto, Hotsy, Plug, Boat, Traile	99.88
Total for 1050 US Bank Visa Admin x5992					\$3,620.45
1052 US Bank Visa Angie x8413					
09/24/2024	Credit Card	Misc-Lab	Guillow's - fan blades for CO2 traps	Disease Surveillance	60.37
10/04/2024	Credit Card	Misc-Lab	Zoro - nitrile gloves for lab	Lab Supplies	213.76
10/08/2024	Credit Card	Life Technologies Corporation	Resupply materials for disease testing	Lab PCR Supplies	1,971.50

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

Credit Card Transaction Report

October 2024

Date	Transaction type	Name	Memo/Description	Account	Amount
10/08/2024	Credit Card	Misc-Lab	InsectaBio - beads for mosquito and tick testing	Disease Surveillance	405.67
10/08/2024	Credit Card	Mettler-Toledo Rainin, LLC	Pipette calibration	Lab Equip. Maintenance	259.80
10/09/2024	Credit Card	Bio-Rad Laboratories Inc.	Materials for tick testing	Lab PCR Supplies	588.79
10/10/2024	Credit Card	ThermoFisher Scientific	Restocking tick testing primers and probes	Lab PCR Supplies	1,445.22
10/16/2024	Credit Card	Eppendorf North America, Inc.	Decon pipette and calibrate	Lab Equip. Maintenance	110.00
Total for 1052 US Bank Visa Angie x8413					\$5,055.11
1053 US Bank Visa Casey x8447					
09/30/2024	Credit Card	Expedia	Round trip flight for Justin - 10/8-10/11	Conferences / Workshops Staff	286.20
10/08/2024	Credit Card	Misc- Ops	West Coast Rodent Academy - reg. for Justin Loman 10/8-10/11	Conferences / Workshops Staff	349.00
10/11/2024	Credit Card	Hilton	Hotel stay for Justin - west coast rodent academy 10/8-10/11	Conferences / Workshops Staff	580.76
Total for 1053 US Bank Visa Casey x8447					\$1,215.96
1045 US Bank Visa Brian x2315					
10/08/2024	Credit Card	Credit Microsoft	Microsoft 365 Business Basic	Website Hosting / Microsoft	-60.16
Total for 1045 US Bank Visa Brian x2315					-\$60.16
Total for 1040 US Bank Purchase Card					\$9,831.36

Accrual Basis Monday, November 25, 2024 10:05 PM GMTZ



Item 5B.2

**Preliminary
Monthly Financial Report
Month Ending November 30, 2024**

Staff Recommendation: Motion to recommend approval of the November 30, 2024, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through November 30, 2024 (YTD) were \$ 877,911. Total expenditures YTD was \$ 3,160,122. The change in fund balance was (\$ 2,282,211). The District had \$ 2,729,646 in cash available in County Treasury and \$ 5,557,090 in CalCLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2024:	\$ 10,460,092	\$ 678,478	\$ 11,138,570
Revenues/Resources	\$ 871,607	\$ 6,303	\$ 877,911
Due To (From) Funds	30,280	(30,280)	-
Expenditures	\$ 3,043,412	\$ 116,710	\$ 3,160,122
Change in Fund Balance	(2,141,525)	(140,687)	(2,282,211)
* Ending Fund Balance	\$ 8,318,568	\$ 537,791	\$ 8,856,359

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 170,595	\$ -	\$ 170,595
Pension Rate Stabilization Reserve	\$ 124,363	\$ -	\$ 124,363
Assigned (Capital Improvements)	\$ -	\$ 537,791	\$ 537,791
Public Health Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Natural Disaster Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Real Property Acquisiton Fund	\$ 5,384,670	\$ -	\$ 5,384,670
Debt Service Repayment Fund	\$ -	\$ -	\$ -
Unrestricted Fund Balance	\$ 2,238,940	\$ -	\$ 2,238,940
Total	\$ 8,318,568	\$ 537,791	\$ 8,856,359



Budget Variances

Revenues

Actual revenues received through November 30, were \$ 877,911, which was less than the budget by \$ 28,870. This difference consists of timing differences of program, tax, and other revenue.

Expenditures

Expenditures through November 30, were \$ 3,160,122, which were under the budget by \$ 49,319 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over (Under)	Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$91,439	93.6%	Timing of Salary and Wages
Employee Benefits	Over	\$90,730	113.2%	Increased use of employee benefits
Training - Board and Staff	Under	\$23,586	48.1%	Timing of training including conferences
Computer Hardware & Software	Under	\$29,803	27.9%	Timing of computer expenditures
Public Outreach	Under	\$18,252	68.5%	Timing of media and network expenditures
Capital Improvements	Over	\$46,812	167.6%	Timing of capital expenditures

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

Questions

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

Approval

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

As of November 30, accounts receivable outstanding greater than 90 days total is \$ 9,814.79 from the City of San Francisco Parks (\$ 5,246.48), San Francisco International Airport (\$ 440.19), and Stanford University-Jasper Ridge (\$4,128.12). 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 3108 through 3198. Last month's check number ended at 3107. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In November 2024, 91 checks written from the General Fund totaled \$ 323,807.01. In addition, the District wrote 4 checks from the Capital Fund totaling \$ 54,418.70 (check numbers 1292 through 1295).

8. Purchase Card Report and Bank Statement

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

San Mateo County Mosquito & Vector Control District
 Balance Sheet
 As of Nov 30, 2024

	Total Nov 30, 24	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	2,170,581	2,170,581	
1013 · Checking -US Bank - GF x3353	(116,540)	(116,540)	
1018 · Cash-Cal CLASS	5,557,090	5,557,090	
1020 · Cash-County Treasury-CPF x2705	559,065	-	559,065
1023 · Checking -US Bank - CPF x4183	(21,723)	-	(21,723)
1026 · County Funds - FMV	(44,372)	(44,822)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	124,363	124,363	
Total Checking/Savings	8,228,864	7,691,072	537,792
Accounts Receivable			
1100 · Accounts Receivable	46,072	46,072	
1105 · Interest Receivable	-		
Total Accounts Receivable	46,072	46,072	-
Other Current Assets			
1106 · Other Receivables	-	-	
1220 · VCJPA-Member Contingency Fund	519,172	519,172	
1230 · Pesticide Inventory	170,595	170,595	
1300 · Prepaid Items	-	-	
Total Other Current Assets	689,767	689,767	-
Total Current Assets	8,964,703	8,426,911	537,792
TOTAL ASSETS	8,964,703	8,426,911	537,792
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	108,343	108,343	
Total Accounts Payable	108,343	108,343	-
Credit Cards			
1040 · US Bank Purchase Card	-	-	
Total Credit Cards	-	-	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	
Total Other Current Liabilities	-	-	-
Total Current Liabilities	108,343	108,343	-
Fund Balance			
Beginning Fund Balance, 7/1/2024	11,138,570	10,460,092	678,478
Due To (From) Funds	-	30,280	(30,280)
Revenues Over Expenditures	(2,282,211)	(2,171,805)	(110,407)
Ending Fund Balance *	8,856,359	8,318,568	537,791
TOTAL LIABILITIES & FUND BALANCE	8,964,702	8,426,911	537,791
Check Total:	1	0	1
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	170,595	170,595	-
Pension Rate Stabilization Reserve	124,363	124,363	
Assigned (Capital Improvements)	537,791	-	537,791
Public Health Emergency Fund	200,000	200,000	-
Natural Disaster Emergency Fund	200,000	200,000	-
Real Property Acquisiton Fund	5,384,670	5,384,670	-
Debt Service Repayment Fund	-	-	-
Unrestricted Fund Balance (Includes Working Capital)	2,238,940	2,238,940	-
Total Fund Balance	8,856,359	8,318,568	537,791

Statement of Revenues, Expenditures Budget vs. Actual
July 2024 through June 2025

Month of Report:
Nov, 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	2,935,053	77,141	(2,857,912)	2.6%	166,454	(89,313)	46.3%	6,231	2,519	(3,712)	40.4%
Total 4100 · PROPERTY TAX REVENUES	3,904,536	300,437	(3,604,099)	7.7%	341,123	(40,686)	88.1%	192,898	177,026	(15,872)	91.8%
Total 4200 · OTHER TAX REVENUES	850,000	321,216	(528,784)	37.8%	292,034	29,182	110.0%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	399,000	172,814	(226,186)	43.3%	100,866	71,948	171.3%	17,875	21,986	4,111	123.0%

Total Revenues	8,088,589	871,607	(7,216,982)	10.8%	900,477	(28,870)	96.8%	217,004	201,531	(15,473)	92.9%
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Expenditures

Total 5000 · SALARIES & WAGES	3,474,347	1,346,885	2,127,462	38.8%	1,438,324	(91,439)	93.6%	280,128	262,529	(17,599)	93.7%
Total 5100 · EMPLOYEE BENEFITS	1,537,067	779,922	757,145	50.7%	689,192	90,730	113.2%	108,711	161,052	52,341	148.1%
Total 5200 · TRAINING - BOARD & STAFF	90,586	21,879	68,707	24.2%	45,465	(23,586)	48.1%	10,021	4,054	(5,967)	40.5%
Total 5300 · ADMINISTRATION	414,650	130,790	283,861	31.5%	143,284	(12,495)	91.3%	19,338	15,948	(3,390)	82.5%
Total 5400 · INSURANCE	190,812	177,848	12,964	93.2%	190,812	(12,964)	93.2%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	75,969	11,557	64,412	15.2%	41,360	(29,803)	27.9%	13,216	1,515	(11,701)	11.5%
Total 5500 · FACILITIES MAINTENANCE	54,640	9,207	45,433	16.9%	15,528	(6,321)	59.3%	1,204	1,520	316	126.2%
Total 5550 · UTILITIES	73,963	34,179	39,784	46.2%	29,553	4,626	115.7%	6,406	6,665	259	104.0%
Total 5600 · FLEET MAINTENANCE	52,686	14,721	37,965	27.9%	26,619	(11,898)	55.3%	5,121	1,850	(3,271)	36.1%
Total 5700 · OPERATIONS	253,722	98,260	155,462	38.7%	87,260	11,000	112.6%	11,245	3,043	(8,202)	27.1%
Total 5800 · LABORATORY	105,394	60,352	45,043	57.3%	56,684	3,668	106.5%	27,255	24,861	(2,394)	91.2%
Total 5900 · PUBLIC OUTREACH	127,070	39,717	87,353	31.3%	57,969	(18,252)	68.5%	16,782	5,734	(11,048)	34.2%
Total 6500 · DEBT SERVICE	318,095	318,094	1	100.0%	318,095	1	100.0%	-	-	-	0.0%

Total Expenditures	6,769,001	3,043,412	(3,725,589)	45.0%	3,140,145	(96,733)	96.9%	499,427	488,770	(10,657)	97.9%
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General Fund Net Revenues Over Expenditures	1,319,588	(2,171,805)	(3,491,393)		(2,239,668)	67,863		(282,423)	(287,239)	(4,816)	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	6,303	(6,303)	0.0%	-	6,303	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	1,319,588	116,710	1,202,878	8.8%	69,296	47,414	168.4%	5,859	19,837	13,978	338.6%

Capital Improvement Fund Net Revenue Over Expenditures	(1,319,588)	(110,407)	1,209,181		(69,296)	(41,111)		(5,859)	(19,837)	(13,978)	
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San Mateo County Mosquito & Vector Control District

11/30/2024

A/R Aging Summary

As of November 30, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Foster City	6,918.72					6,918.72
City of Pacifica Public Works Wastewater	156.16					156.16
City of Redwood City, Public Works				4,900.43		4,900.43
City of San Francisco, Parks	5,264.09			5,437.58	5,246.48	15,948.15
City of San Francisco, Public Utilities	193.68					193.68
City of San Mateo, Wastewater Treatment	747.76					747.76
City of South San Francisco Water Quality	252.09		168.06	168.06		588.21
San Francisco Int'l Airport	657.55			624.90	440.19	1,722.64
Sewer Authority Mid-Coastside	78.08					78.08
Silicon Valley Clean Water	534.34					534.34
Stanford University - Jasper Ridge	2,988.88		4,181.30	2,985.33	4,128.12	14,283.63
TOTAL	\$ 17,791.35	\$ 0.00	\$ 4,349.36	\$ 14,116.30	\$ 9,814.79	\$ 46,071.80

San Mateo County Mosquito & Vector Control District

12/23/2024

A/R Aging Summary

As of December 23, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Foster City	1,093.08					1,093.08
City of Pacifica Public Works Wastewater	78.08					78.08
City of Redwood City, Public Works				4,900.43		4,900.43
City of San Francisco, Parks	70.43			5,437.58	5,123.23	10,631.24
City of San Francisco, Public Utilities	70.43					70.43
City of San Mateo, Wastewater Treatment	373.88					373.88
City of South San Francisco Water Quality	84.03		168.06	168.06		420.15
San Francisco Int'l Airport	481.47			624.90	440.19	1,546.56
Sewer Authority Mid-Coastside	78.08					78.08
Silicon Valley Clean Water	189.58					189.58
Stanford University - Jasper Ridge		2,988.88	4,181.30	2,985.33	4,128.12	14,283.63
TOTAL	\$ 2,519.06	\$ 2,988.88	\$ 4,349.36	\$ 14,116.30	\$ 9,691.54	\$ 33,665.14

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
November 30, 2024

GF-Nov 2024

Beginning Cash per District as of Oct 31, 2024 2,417,505

Reductions	
Payroll Related (ADP)	(228,123)
Checks Written	(323,807)
Void CK#3151 not yet in Cnty Stmt	(350)
Bank Fee	(116)
Total Reductions	(552,396)

Additions	
Abatement Services	5,325
Property Tax Revenue	177,026
Quarterly Interest	-
ERAF Rebate	-
Special Benefit Assessment	-
Oct Dep Permit reflected in Cnty Stmt	6,147
Misc Deposit	85
Total Additions	188,582

Ending Cash per District as of Nov 30, 2024 2,053,691

Cash per County General Fund Statement 2,053,691

Difference -

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 11/01/2024-11/30/2024 Page 2
 FRI, DEC 13, 2024, 4:12 PM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17526472 J5510---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen	Controller	A	07	02706	02706	00140	00000	00000	00000	00000

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 11/01/24	5,588,170.04	3,170,664.96	2,417,505.08
	11/01/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	6,146.68	0.00	2,423,651.76
	11/14/24	SECN144	AutoID: ITXN14A4 Job: 17471 JE	174,837.82	0.00	2,598,489.58
	11/19/24	JB564352	AutoID: JCAN19B4 Job: 17510 JE	0.00	116.37	2,598,373.21
	11/27/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	5,409.78	0.00	2,603,782.99
	11/27/24	JB564678	AutoID: JNEN27B4 Job: 17513 JE	0.00	552,279.89	2,051,503.10
	11/27/24	SPSN274	AutoID: ITXN27A4 Job: 17513 JE	2,188.05	0.00	2,053,691.15
		DR	* SUB ACCT Total *	5,776,752.37*	3,723,061.22*	2,053,691.15*

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 November 30, 2024

CPF-Nov
 2024

Beginning Cash per District as of Oct 31, 2024	591,849
Reductions	
Checks Written	(54,419)
Bank Fee	(88)
Transfer-Out to General Fund	-
Total Reductions	<u>(54,507)</u>
Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	<u>-</u>
Ending Cash per District as of Nov 30, 2024	<u><u>537,342</u></u>
Cash per County Capital Project Fund Statement	537,342
Difference	-

COUNTY OF SAN MATEO Verbose [D E T A I L E D T R I A L B A L A N C E] 11/01/2024-11/30/2024 Page 1
 FRI, DEC 13, 2024, 4:12 PM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17526472 J5510---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

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

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 11/01/24	684,331.52	92,482.57	591,848.95
	11/19/24	JE564352	AutoID: JCAN19B4 Job: 17510 JE	0.00	88.24	591,760.71
	11/27/24	JE564678	AutoID: JNEN27B4 Job: 17513 JE	0.00	54,418.70	537,342.01
	DR		* SUB ACCT Total *	684,331.52*	146,989.51*	537,342.01*

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 November 30, 2024

Nov 2024

November 8, 2024

November 22, 2024

Footnotes:

Payroll ACH Disbursement (including Net Pay & Taxes)

Total Net Pay	85,465	83,038
Federal W/H Tax	16,447	16,243
Social Security Tax	1,111	444
Medicare	3,839	3,836
CA W/H Tax	6,997	6,888
CA SUI/DI	1,449	1,591
Total	115,309	112,040

— A

ADP Process Fees **PPE 10/5, 10/19** 262 346

ADP Fee **Time & Attendance 11/15** 167

Total amount for the period: 115,571 112,552

Total amount for the month: 228,123

Footnotes:

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

San Mateo County Mosquito & Vector Control District
 Check Register (General Fund 02706)
 As of November 30, 2024

GF-Nov 2024

Transaction type	Date	Num	Name	Amount
1013 · Checking - US Bank - GF x3353				
Bill Payment (Check)	11/01/2024	3108	Great-West Life & Annuity Co	-7,529.50
Bill Payment (Check)	11/01/2024	3109	San Mateo County Retirement Assoc.	-42,704.10
Bill Payment (Check)	11/01/2024	3110	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	11/01/2024	3111	ADAPCO	-35,873.88
Bill Payment (Check)	11/01/2024	3112	ADP Screening & Selection Services	-50.75
Bill Payment (Check)	11/01/2024	3113	Airgas Dry Ice	-1,461.33
Bill Payment (Check)	11/01/2024	3114	American Fidelity Assurance	-428.88
Bill Payment (Check)	11/01/2024	3115	Bay Alarm Company	-2,143.83
Bill Payment (Check)	11/01/2024	3116	California Special Districts Assoc	-9,495.00
Bill Payment (Check)	11/01/2024	3117	Colorprint	-91.13
Bill Payment (Check)	11/01/2024	3118	Comcast	-311.19
Bill Payment (Check)	11/01/2024	3119	Costco	-130.00
Bill Payment (Check)	11/01/2024	3120	Flyers Energy LLC	-2,581.62
Bill Payment (Check)	11/01/2024	3121	Franchise Tax Board	-100.00
Bill Payment (Check)	11/01/2024	3122	Fusion, LLC	-547.77
Bill Payment (Check)	11/01/2024	3123	Jarvis Fay LLP	-1,230.00
Bill Payment (Check)	11/01/2024	3124	Life Technologies Corporation	-1,731.74
Bill Payment (Check)	11/01/2024	3125	Mettler-Toledo Rainin, LLC	-2,147.71
Bill Payment (Check)	11/01/2024	3126	Napa Auto Parts	-44.69
Bill Payment (Check)	11/01/2024	3127	O'Reilly Automotive, Inc.	-612.23
Bill Payment (Check)	11/01/2024	3128	Pitney Bowes Inc	-188.04
Bill Payment (Check)	11/01/2024	3129	Public Agency Retirement Services (PARS)	-324.73
Bill Payment (Check)	11/01/2024	3130	James Barry	-210.00
Bill Payment (Check)	11/01/2024	3131	Purchase Power	-251.57
Bill Payment (Check)	11/01/2024	3132	Quench USA, Inc.	-225.52
Bill Payment (Check)	11/01/2024	3133	Regional Government Services	-157.00
Bill Payment (Check)	11/01/2024	3134	RMT Landscape Contractors, Inc.	-869.00
Bill Payment (Check)	11/01/2024	3135	Sandie Arnott, SanMateo Cty Tax Collector	-3,495.00
Bill Payment (Check)	11/01/2024	3136	Standard Insurance Company	-1,458.77
Bill Payment (Check)	11/01/2024	3137	Target Specialty Products	-1,291.39
Bill Payment (Check)	11/01/2024	3138	The Pun Group, LLP	-5,000.00
Bill Payment (Check)	11/01/2024	3139	UPS	-79.52
Bill Payment (Check)	11/01/2024	3140	U.S. Bank	-9,027.00
Bill Payment (Check)	11/12/2024	3141	Charles P. Hansen	-603.91
Bill Payment (Check)	11/12/2024	3142	Dennis J Jewell	-603.91
Bill Payment (Check)	11/12/2024	3143	Great-West Life & Annuity Co	-7,529.49
Bill Payment (Check)	11/12/2024	3144	San Mateo County Retirement Assoc.	-42,722.94
Bill Payment (Check)	11/12/2024	3145	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	11/12/2024	3146	Aim To Please Janitorial Services	-1,633.25
Bill Payment (Check)	11/12/2024	3147	Airgas Dry Ice	-365.27
Bill Payment (Check)	11/12/2024	3148	Amazon Capital Services	-1,265.96
Bill Payment (Check)	11/12/2024	3149	American Fidelity Assurance Company	-1,669.16
Bill Payment (Check)	11/12/2024	3150	Asbury Environmental Services	-102.00
Bill Payment (Check)	11/12/2024	3152	Cintas	-71.57
Bill Payment (Check)	11/12/2024	3153	Cintas Corporation #0464	-792.25
Bill Payment (Check)	11/12/2024	3154	City of Burlingame, Water Dept	-948.11
Bill Payment (Check)	11/12/2024	3155	Comcast	-140.11
Bill Payment (Check)	11/12/2024	3156	Eco Medical Inc.	-104.00
Bill Payment (Check)	11/12/2024	3157	Flyers Energy LLC	-3,372.10
Bill Payment (Check)	11/12/2024	3158	Franchise Tax Board	-100.00
Bill Payment (Check)	11/12/2024	3159	Grainger	-534.02

San Mateo County Mosquito & Vector Control District
 Check Register (General Fund 02706)
 As of November 30, 2024

GF-Nov 2024

Transaction type	Date	Num	Name	Amount
Bill Payment (Check)	11/12/2024	3160	Hashir Products, Inc.	-5,794.18
Bill Payment (Check)	11/12/2024	3161	Justin Loman	-266.68
Bill Payment (Check)	11/12/2024	3162	Occupational Health Centers of Calif.	-69.00
Bill Payment (Check)	11/12/2024	3163	Pacific Office Automation	-298.25
Bill Payment (Check)	11/12/2024	3164	PG&E	-3,687.50
Bill Payment (Check)	11/12/2024	3165	Pitney Bowes Global Financial Services	-209.35
Bill Payment (Check)	11/12/2024	3166	RankPlus SEO	-742.00
Bill Payment (Check)	11/12/2024	3167	Recology San Mateo County	-530.38
Bill Payment (Check)	11/12/2024	3168	RMT Landscape Contractors, Inc.	-869.00
Bill Payment (Check)	11/12/2024	3169	Special District Leadership Foundation	-65.00
Bill Payment (Check)	11/12/2024	3170	Verizon	-1,874.02
Bill Payment (Check)	11/25/2024	3171	Great-West Life & Annuity Co	-7,742.80
Bill Payment (Check)	11/25/2024	3172	San Mateo County Retirement Assoc.	-43,723.69
Bill Payment (Check)	11/25/2024	3173	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	11/25/2024	3174	Airgas Dry Ice	-365.27
Bill Payment (Check)	11/25/2024	3175	American Fidelity Assurance	-428.88
Bill Payment (Check)	11/25/2024	3176	Bay Alarm Company	-195.00
Bill Payment (Check)	11/25/2024	3177	CA Society Municipal Officers	-565.00
Bill Payment (Check)	11/25/2024	3178	Charles Cotten	-708.18
Bill Payment (Check)	11/25/2024	3179	Clarke Mosquito Control Products, Inc.	-968.80
Bill Payment (Check)	11/25/2024	3180	Colorprint	-930.85
Bill Payment (Check)	11/25/2024	3181	Comcast	-171.08
Bill Payment (Check)	11/25/2024	3182	Flyers Energy LLC	-1,485.91
Bill Payment (Check)	11/25/2024	3183	FRMS	-33,971.65
Bill Payment (Check)	11/25/2024	3184	Fusion, LLC	-549.77
Bill Payment (Check)	11/25/2024	3185	James Barry	-150.00
Bill Payment (Check)	11/25/2024	3186	Jarvis Fay LLP	-1,554.00
Bill Payment (Check)	11/25/2024	3187	Lampire Biological Laboratories, Inc.	-371.00
Bill Payment (Check)	11/25/2024	3188	Luz Maria Robles	-750.00
Bill Payment (Check)	11/25/2024	3189	MidAmerica Admin & Retirement Solutions	-1,112.00
Bill Payment (Check)	11/25/2024	3190	MidAmerica Administrative & Retirement	-2,000.00
Bill Payment (Check)	11/25/2024	3191	Public Agency Retirement Services (PARS)	-324.73
Bill Payment (Check)	11/25/2024	3192	Purchase Power	-441.99
Bill Payment (Check)	11/25/2024	3193	Regional Government Services	-509.70
Bill Payment (Check)	11/25/2024	3194	Spark Creative Design	-1,001.04
Bill Payment (Check)	11/25/2024	3195	Standard Insurance Company	-1,458.77
Bill Payment (Check)	11/25/2024	3196	Technical Safety Services, LLC	-448.00
Bill Payment (Check)	11/25/2024	3197	We Go Logo	-1,388.01
Bill Payment (Check)	11/25/2024	3198	U.S. Bank	-9,831.36
			TOTAL CHECKS #3108-3198:	-323,807.01
Total 1013 · Checking -US Bank - x3353 (Charged to General Fund #02706)				-323,807.01

Note: Previous month's check numbers were 3050-3107. Current month's check numbers are 3108-3198 (91 checks).

San Mateo County Mosquito & Vector Control District
 Check Register (Capital Fund 02705)
 As of November 30, 2024

CPF-Nov 2024

Transaction type	Date	Num	Name	Amount
1023 · Checking -US Bank - x4183				
Bill Payment (Check)	11/01/2024	1292	Aetypic, Inc.	-21,722.50
Bill Payment (Check)	11/01/2024	1293	U.S. Bank	-12,947.06
Bill Payment (Check)	11/12/2024	1294	Capital Program Management Inc.	-14,704.00
Bill Payment (Check)	11/12/2024	1295	Enterprise FM Trust	-5,045.14
TOTAL CHECKS #1292-1295:				-54,418.70
Total 1023 · Checking -US Bank - x4183 (Charged to Capital Project Fund #02705)				-54,418.70

Note: Previous month's check number were 1290-1291. Current month's check number are 1292-1295 (4 checks).



P.O. BOX 6343
FARGO ND 58125-6343

Nov
2024



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 11-22-2024
AMOUNT DUE \$27,990.93
NEW BALANCE \$27,990.93
PAYMENT DUE ON RECEIPT

000000893 01 SP 106481185541852 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

AMOUNT ENCLOSED
\$ 18,159.57
Please make check payable to U.S. Bank

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

[REDACTED] 002799093 002799093

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY										
SMCMAD	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Cash Payment Charges	- Credits	Payments	- New Balance		
[REDACTED]	\$31,805.42	\$18,335.87	\$0.00	\$0.00	\$0.00	\$176.30	\$21,974.06	\$27,990.93		
Company Total										

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
					\$21,974.06 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-08	11-06	7479826431300000000047	PAYMENT - THANK YOU 00000 C		21,974.06 PY

NEW ACTIVITY					
ANGELA NAKANO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$121.26	\$2,200.73	\$0.00	\$2,079.47
Post Date	Tran Date	Reference Number	Transaction Description		Amount
10-28	10-26	74036294300716944213199	LIFETECHCORP*12768598 8009556288 CA		121.26 CR
11-04	11-01	24941664306060131000085	PERKINELMER HEALTH 888-555-2222 CT		1,260.77
11-05	11-05	24692164310103892503271	CARON PRODUCTS & SERVI 740-374-2770 OH		939.96

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	31,805.42
		PURCHASES & OTHER CHARGES	18,335.87	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	11/22/24	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE		CREDITS	176.30
U.S. Bank National Association	27,990.93		PAYMENTS	21,974.06
C/O U.S. Bancorp Purchasing Card Program			ACCOUNT BALANCE	27,990.93
P.O. Box 6335				
Fargo, ND 58125-6335				

Nov
2024



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 11-22-2024

NEW ACTIVITY

CASEY STEVENSON	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$5,519.06	\$0.00	\$5,519.06

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-24	10-23	24275394297900012900013	AMERICAN STAR MARINE SAN MATEO CA	3,612.02
11-08	11-06	24692164312106071296151	UNITED 0162434216861 UNITED.COM TX JONES/SEANDAVID 01-20-25	376.95
11-08	11-06	24692164312106071296169	SFO UA T PSC UA T SFO UNITED 0162434216862 UNITED.COM TX STEVENSON/CASEY 01-20-25	376.95
11-13	11-12	24399004317295002082076	SFO UA T PSC UA T SFO BEST BUY 00001404 SAN CARLOS CA	71.06
11-15	11-14	24231684320151554051298	OUTDOOR SUPPLY MILLBRAE MILLBRAE CA	13.10
11-18	11-15	24399004320503461086677	BESTBUY.COM 00009944 888BESTBUY MN	81.98
11-18	11-17	24492164323500001828209	DRONEDEPLOY.COM DRONEDEPLOY.CA	987.00

SMCMVCD ADMIN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$6,995.27	\$0.00	\$6,995.27

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-23	10-22	24231684297127850217824	OUTDOOR SUPPLY MILLBRAE MILLBRAE CA	17.65
10-24	10-23	24009584298600192857458	SCHOLASTIC EDUCATION 573-632-1834 MO	1,932.69
10-24	10-24	24692164298103394864052	WEST MARINE #300 800-937-2628 CA	72.15
10-25	10-25	24692164299104271848225	WEST MARINE #300 800-937-2628 CA	301.74
10-30	10-29	24122594303027012324481	SENSENIH WOOD PROPELLER 813-752-3711 FL	67.00
11-01	11-01	240007743006500001984640	MOSYLE BUS* MOSYLE_BUS BUSINESS.MOSY FL	37.50
11-01	10-31	244450043006600133763758	SUMMIT RACING MAIL ORDER 800-230-3030 OH	68.99
11-01	10-31	244921643006500000182146	SP FLOWKOOLERH20PUMP FLOWKOOLERWAT CA	72.45
11-01	10-30	24943014305010203210655	THE HOME DEPOT #0632 SAN MATEO CA	52.07
11-04	11-01	242042943006002301505095	GOOGLE ADS3907138857 850-2530000 CA	831.70
11-04	10-31	243230443006048200203733	CRESCO EQUIPMENT RENTALS BURLINGAME CA	34.95
11-04	11-01	24692164306100651611515	YELPINC*855 380 9357 855-380-9357 CA	90.00
11-04	11-02	24692164307101486531863	ALLDATA.COM/DIY-FAQ 800-829-8727 CA	220.98
11-11	11-08	24011344313000086661007	CAPELOS BA* (1 OF 1 PA HTTPSWWWW.CAPE CA	971.19
11-15	11-13	24231684319150745052143	SAFEWAY #1547 BURLINGAME CA	39.76
11-19	11-18	24027624324067124055710	ELIMBIO 510-427-8896 CA	121.60
11-20	11-19	24559304324900016649056	CSMFO 916-2312137 CA	880.00
11-20	11-19	24559304324900016649064	CSMFO 916-2312137 CA	880.00
11-20	11-20	24692164325106981681497	WEST MARINE #300 800-937-2628 CA	45.93
11-22	11-21	24692164326108076769960	AMAZON.COM*NH52J21M3 AMZN.COM/BILL WA	29.27
11-22	11-21	24692164326108230920188	AMZN MKTP US*YC2D65IU3 AMZN.COM/BILL WA	227.65

BRIAN WEBER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$55.04	\$3,620.81	\$0.00	\$3,565.77

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-31	10-30	247893043040593500032495	CORE SYSTEMS / GTO PERFO 352-4019070 FL	735.85
11-04	10-31	240133943006000055119963	ROUND TABLE PIZZA 1000 650-6957000 CA	232.31
11-07	11-06	24692164311105395317041	INTUIT *QBOOKS ONLINE CL.INTUIT.COM CA	2,538.00
11-11	11-08	74430994313144616539513	MICROSOFT*365 MSBILL.INFO WA	55.04 CR
11-11	11-09	24204294314000700179033	MSFT * E0100U958N 800-6427676 WA	114.65

Nov
2024



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 11-22-2024

Department: 00000 Total:
Division: 00000 Total:

\$18,159.57
~~\$18,159.57~~

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Credit Card Transaction Report
November 2024

Date	Transaction type	Name	Memo/Description	Account	Amount
1040 US Bank Purchase Card					
1050 US Bank Visa Admin x5992					
10/22/2024	Credit Card	Outdoor Supply Hardware	Grade 8 bolts for the Airboat	Auto, Hotsy, Plug, Boat, Traile	17.65
10/23/2024	Credit Card	Scholastic Inc.	Books for District's educ outreach program	Media and Network	1,932.69
10/24/2024	Credit Card	West Marine Pro	Cooling system hose for Airboat	Auto, Hotsy, Plug, Boat, Traile	72.15
10/25/2024	Credit Card	West Marine Pro	Special Airboat cooling system hoses	Auto, Hotsy, Plug, Boat, Traile	301.74
10/29/2024	Credit Card	Misc- Ops	Sensenic -Lock washers for Airboat propeller	Auto, Hotsy, Plug, Boat, Traile	67.00
10/30/2024	Credit Card	Home Depot	Heavy duty zip ties for the Airboat	Auto, Hotsy, Plug, Boat, Traile	52.07
10/31/2024	Credit Card	Summit Racing Equipment	Cooling system parts for the Airboat	Auto, Hotsy, Plug, Boat, Traile	68.99
10/31/2024	Credit Card	Misc- Ops	Two high flow thermostats for the Airboat	Auto, Hotsy, Plug, Boat, Traile	72.45
10/31/2024	Credit Card	Cresco Equipment Rental	7.5 gallons of propane	Fuel	34.95
11/01/2024	Credit Card	Mosyle Business	Premium license subscription 11/1/24-11/30/24	Computer Software	37.50
11/01/2024	Credit Card	Google Inc.	Google ad to raise awareness of District services	Media and Network	831.70
11/01/2024	Credit Card	Misc- Outreach	Yelp - advertise District services	Media and Network	90.00
11/02/2024	Credit Card	Misc- Ops	Two AllData-3 yr subscrip for Ram & Explorer	Garage Tools	220.98
11/08/2024	Credit Card	Misc-Admin	Capelo's Barbecue-24 Dinner for Nov 13 board mtg	Board Meeting Expenses	971.19
11/13/2024	Credit Card	Safeway Store	Misc. items for the Nov. 13th board meeting	Board Meeting Expenses	39.76
11/18/2024	Credit Card	ELIM Biopharmaceuticals	CC #3805 disease surveillance	Disease Surveillance	121.60
11/19/2024	Credit Card	Misc-Admin	CSMFO-Conf for Trustee Mason & Ron Feb 18-25 '25	Conferences / Workshops Board	1,760.00
11/20/2024	Credit Card	West Marine Pro	New oil pressure sender for the airboat	Auto, Hotsy, Plug, Boat, Traile	45.93
11/21/2024	Credit Card	Amazon.com	2024 1099 NEC and MISC tax forms	Office Expense	29.27
11/21/2024	Credit Card	Amazon.com	2025 calendars for staff	Office Expense	227.65
Total for 1050 US Bank Visa Admin x5992					\$6,995.27
1053 US Bank Visa Casey x8447					
10/23/2024	Credit Card	American Star Marine	Airboat installation of new engine	Equipment - Operations & Admin	3,612.02
11/06/2024	Credit Card	United Airline	Flight Casey & Sean to drone conf, Pasco Wash 1/20-1/22/25	Conferences / Workshops Staff	753.90

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Credit Card Transaction Report
November 2024

Date	Transaction type	Name	Memo/Description	Account	Amount
11/12/2024	Credit Card	Best Buy	Otterbox iPhone case for Louis district phone	Office Expense	71.06
11/14/2024	Credit Card	Outdoor Supply Hardware	Plumbing supplies-broken kitchen sink pipe	Facility - Repairs & Maint	13.10
11/15/2024	Credit Card	Best Buy	Iphone chargers for office staff	Office Expense	81.98
11/17/2024	Credit Card	Misc- Ops	Drone Deploy-Mapping software for drone	Computer Software	987.00
Total for 1053 US Bank Visa Casey x8447					\$5,519.06
1052 US Bank Visa Angie x8413					
10/26/2024	Credit Card Credit	ThermoFisher Scientific	Kingfisher tip comb case of 50 - returned wrong item	Lab PCR Supplies	-121.26
11/01/2024	Credit Card	OMNI International, Inc.	Tubes for Aedes egg surveillance, tick surveillance	Disease Surveillance	1,260.77
11/05/2024	Credit Card	Misc-Lab	PM kit and algaecide for condensate recirculator	Lab Equip. Maintenance	939.96
Total for 1052 US Bank Visa Angie x8413					\$2,079.47
1045 US Bank Visa Brian x2315					
10/30/2024	Credit Card	Misc- Ops	GTO airboats-double bypass radiator for airboat	Auto, Hotsy, Plug, Boat, Traile	735.85
10/31/2024	Credit Card	Misc-Admin	Round table pizza - pizza for staff appreciation lunch	Conferences / Workshops Staff	232.31
11/06/2024	Credit Card	Intuit	Quickbooks online subscription	Memberships & Subscriptions	2,538.00
11/08/2024	Credit Card Credit	Microsoft	Online email services - Microsoft 365 business basic CR	Website Hosting / Microsoft	-55.04
11/09/2024	Credit Card	Microsoft	Online email services - Microsoft 365 business standard	Website Hosting / Microsoft	114.65
Total for 1045 US Bank Visa Brian x2315					\$3,565.77
Total for 1040 US Bank Purchase Card					\$18,159.57

Agenda Item 6A

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee Meeting of the Board of Trustees

The Finance Committee members attended a meeting on December 30, 2024. Attendees included Finance Committee Chair Ron Collins, Michael Yoshida, Robert Riechel, and Mason Brutschy.

The staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information and Technology Director Matthew Nienhuis, and Operations Director Casey Stevenson. Also present were Frances Kuo and Sophia Kuo of the Pun Group, our independent auditing firm

- Finance Director Richard Arrow presented the preliminary Financial Reports for FY 24-24 as of October and November 2024. After a brief discussion highlighting the financial condition and results of operations for those periods, it was unanimously recommended to forward the October and November 2024 financial reports to the Board for approval at their January 8, 2025, meeting. These items are to be placed on the consent calendar.
- District Manager Brian Weber submitted a summary of the construction project status at 1415 North Carolan Ave. Up to date cost were discussed. It was acknowledged that our consultants (CPM Project Management) and architects (Aetypic) will address the Finance and Real Estate Committee to discuss the latest cost estimates and answer any questions from Committee members and staff concerning the project.
- Finance Director Richard Arrow introduced Frances Kuo and Sophia Kuo of the Pun Group who discussed the recently conducted independent audit of the Districts annual financial statements and Annual Comprehensive Financial Report. Major conclusions were as follows:
 - Financial Statements are fairly presented in all material respects.
 - Significant accounting policies have been consistently applied.
 - Estimates are reasonable.
 - Disclosures are properly reflected in the financial statements.
 - There were no internal control matters that were identified in the audit

- Finance Director Richard Arrow reviewed the performance of our fund depositories including the San Mateo County Treasury and CalCLASS. It was indicated that as of November 30, 2024, that CalCLASS outperformed the San Mateo County Treasury by 1.06 % Discussion from committee members including if we should include an additional depository such as CalTRUST and if the percentage balances among funds are appropriate. It was recommended that staff agendaize this item for discussion at the next Finance Committee meeting to discuss alternatives and recommendations.
- District Manager Brian Weber reported that our District qualified for a Cyber Security grant funded by the State of California Office of Emergency Services up to \$184,000. Staff will be submitting the required paperwork listing detailed project information including component project costs to enable the receipt of these funds.

The meeting adjourned at 6:40 P.M. on December 30, 2024.

San Mateo County Mosquito and Vector Control District

**AU-C 260 Communication With
Those Charge With Governance**

For the Year Ended June 30, 2024

December 30, 2024



CONTENTS

- Required Communications (AU-C 260)
- Overview of Financial Statements
- Key Pensions and Other Postemployment Benefits
Information
- Audit Results

Required Communications (AU-C 260)

Management Responsibilities

- Preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America,
- Design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

OUR RESPONSIBILITY IN ACCORDANCE WITH PROFESSIONAL STANDARDS

- Form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America
- Our responsibility is to plan and perform the audit to obtain “reasonable” assurance (not “absolute” assurance) about whether the financial statements are free of material misstatements.
- We considered internal control over financial reporting. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- We concluded there are no conditions or events that raise substantial doubt about the District's ability to continue as a going concern.
- Communicate with those charged with governance.

Required Communications (AU-C 260)

- **Ethics and Independence**
 - Complied with ALL relevant ethical requirements regarding independence
- **Significant Accounting Policies**
 - The District disclosed all significant accounting policies in Note 1 to the financial statements.
- **Significant Estimates**
 - Investment fair value
 - Depreciation and amortization on capital assets
 - Net other postemployment benefits (“OPEB”) liability
 - Net pension liability

Required Communications (AU-C 260)

- **Sensitive Disclosures**
 - Note 1 - – Reporting Entity and Summary of Significant Accounting Policies
 - Note 6 – Other Postemployment Benefits
 - Note 7 – Defined Benefit Pension Plan
 - Note 12 –Contingency

Required Communications (AU-C 260)

- **Misstatements**

- There were no material uncorrected misstatement.

- **Consultation with Other Accountants**

- Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and other matters.

- **Significant Difficulties**

- We encountered no significant difficulties in dealing with management.

- **Disagreement with Management**

- We did not have any disagreement with management in terms of accounting treatments nor audit procedures performed.

OVERVIEW OF THE FINANCIAL STATEMENTS

Government-Wide - Net Position @ June 30

	2024	2023
Assets	\$ 22,536,000	\$ 21,390,000
Deferred Outflows of Resources	1,497,000	1,134,000
Liabilities	5,340,000	5,175,000
Deferred Inflows of Resources	255,000	415,000
Net Position:		
Net Investment in Capital asset	6,827,000	6,854,000
Restricted	982,000	115,000
Unrestricted	10,629,000	9,965,000
Total Net Position	<u>\$ 18,438,000</u>	<u>\$ 16,934,000</u>

Government-Wide - Changes in Net Position

Charges for Services	\$ 179,000	\$ 197,000
Operating Grants and Contributions	<u>2,310,000</u>	<u>2,214,000</u>
Total Program Revenues	<u>2,489,000</u>	<u>2,411,000</u>
Expenses	<u>6,142,000</u>	<u>5,453,000</u>
Net Cost of Services	<u>(3,653,000)</u>	<u>(3,042,000)</u>
General Revenues	<u>5,157,000</u>	<u>4,444,000</u>
Changes in Net Position	<u>1,504,000</u>	<u>1,402,000</u>
Net Position - Beginning	<u>\$ 16,934,000</u>	<u>\$ 15,532,000</u>
Net Position - Ending	<u><u>\$ 18,438,000</u></u>	<u><u>\$ 16,934,000</u></u>

General Fund Summary Fund Balance June 30, 2024 and 2023

	2024	2023	Change
Fund Balance:			
Nonspendable	\$ 210,000	\$ 192,000	\$ 18,000
Restricted	124,000	115,000	9,000
Committed	400,000	800,000	(400,000)
Assigned	5,385,000	4,085,000	1,300,000
Unassigned	4,341,000	3,875,000	466,000
Total Fund Balance	\$ 10,460,000	\$ 9,067,000	\$ 1,393,000

General Fund Summary
Revenues, Expenditures and Changes in Fund Balance
For the Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Revenues	\$ 7,595,000	\$ 6,836,000	\$ 759,000
Expenditures	<u>(6,193,000)</u>	<u>(5,495,000)</u>	<u>(698,000)</u>
Revenues over Expenditures	1,402,000	1,341,000	61,000
Other Financing Sources	<u>(9,000)</u>	<u>(276,000)</u>	<u>267,000</u>
Change in Fund Balance	<u><u>\$ 1,393,000</u></u>	<u><u>\$ 1,065,000</u></u>	<u><u>\$ 328,000</u></u>

Capital Project Fund Summary Fund Balance June 30, 2024 and 2023

	2024	2023	Change
Fund Balance:			
Assigned	\$ 678,000	\$ 754,000	\$ (76,000)
Total Fund Balance	\$ 678,000	\$ 754,000	\$ (76,000)

Capital Project Fund Summary
Revenues, Expenditures and Changes in Fund Balance
For the Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Revenues	\$ 50,000	\$ 19,000	\$ 31,000
Expenditures	<u>(135,000)</u>	<u>(313,000)</u>	<u>178,000</u>
Revenues over Expenditures	(85,000)	(294,000)	209,000
Other Financing Sources	<u>9,000</u>	<u>298,000</u>	<u>(289,000)</u>
Change in Fund Balance	<u><u>\$ (76,000)</u></u>	<u><u>\$ 4,000</u></u>	<u><u>\$ (80,000)</u></u>

KEY PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS INFORMATION

SMCMVCD
GASB 68 – The Pension Standards
San Mateo County Employees’ Retirement Association (SamCERA)

	<u>2024</u>	<u>2023</u>
Plan Total Pension Liability	\$ 9,160,000	\$ 7,722,000
Plan Fiduciary Net Position	7,993,000	6,830,000
Net Pension Liability	<u>\$ 1,167,000</u>	<u>\$ 892,000</u>
Funding Ratio	<u>87.26%</u>	<u>88.45%</u>
Contribution Made	<u>\$ 692,000</u>	<u>\$ 317,000</u>

SMCMVCD

GASB 75 – The Other Postemployment Benefits Plan Liability

	2024	2023
Plan Total OPEB Liability	\$ 1,485,000	\$ 1,383,000
Plan Fiduciary Net Position	2,363,000	2,212,000
Net OPEB Liability (Asset)	\$ (878,000)	\$ (829,000)
 Funding Ratio	 159.12%	 159.94%
 Contribution Made (Benefit)	 \$ 38,000	 \$ 48,000
 Contribution Made (Trust)	 \$ 1,000	 \$ 1,000

AUDIT RESULTS

Audit Results

- **Financial Statements**
 - Unmodified opinion
 - Financial Statements are fairly presented in all material respects
 - Significant accounting policies have been consistently applied
 - Estimates are reasonable
 - Disclosures are properly reflected in the financial statements
- **AU-C 265, *Communicating Internal Control Related Matters Identified in an Audit***
 - None Reported

Contact information

Sophia H. Kuo, CPA, MBA

Partner

Sophia.kuo@pungroup.com

(949) 777- 8809

www.pungroup.cpa

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“It is our commitment to only practice with the highest professional ethics and standards. We believe we owe that to the profession, our clients, and ourselves.”

*Kenneth H. Pun, CPA, CGMA
Managing Partner*

**200 E. Sandpointe Ave.,
Suite 600
Santa Ana, CA 92707**



**THE
PUN GROUP**
ACCOUNTANTS & ADVISORS



HQ - ORANGE COUNTY

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Santa Ana, CA 92707

SAN DIEGO

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Suite 100
San Diego, CA 92122

SACRAMENTO

1511 Corporate Way
Suite 220
Sacramento, CA 95831

WALNUT CREEK

2121 North California Boulevard
Suite 290
Walnut Creek, CA 94596

LAS VEGAS

1980 Festival Plaza Drive
Suite 300
Las Vegas, NV 89134

PHOENIX

2 N. Central Avenue
Suite 1800
Phoenix, AZ 85004



1415 N. Carolan Ave. Project Management Report

Reporting date

11/1/2024 –12/30/2024

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 Nov/Dec.

1. Met with Aetypic and CPM regarding the project
2. Received 65% plans
3. Reviewed 65% plans with CPM

Work planned to be completed in Jan/Feb.

1. Meet with CPM and Aetypic twice monthly
2. Revise the cost and spending plan
3. Receive 100% complete plans for review

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):	\$ 149,914
Total budget spent since property purchase:	\$307,165*

- See attached detail Agenda Item 6C.1

SAN MATEO COUNTY MOSQUITO
Transaction Report
 July 1, 2021-December 31, 2024

Account	Date	Transacti on type	Num	Name	Memo/Description	Account full name	Account	Amount	Balance
6010 Building Improvements									
6010 Building Improvements	08/12/2021	Bill	18823561-1st half	Bay Alarm Company	1415 N. Carolan-Alarm Installation-1st Half Deposit	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,889	\$ 1,889
6010 Building Improvements	08/27/2021	Bill	74937	All Fence Company Inc.	Repair & replace chain link fence @ 1415 N Carolan	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,685	\$ 3,574
6010 Building Improvements	09/08/2021	Bill	18069742-2nd half	Bay Alarm Company	1415 N. Carolan-Alarm Installation-2nd Half Deposit	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,889	\$ 5,463
6010 Building Improvements	12/11/2021	Bill	C57-406	Bay Area Paving Co. Inc.	Replaced cracked driveway and sidewalk (1415 N. Carolan) PO#02706-1767	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 7,866	\$ 13,329
6010 Building Improvements	05/17/2022	Journal Entry	05172022A		Re-code 1415 N Carolan Ground Mulch Cover Refresh	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 3,090	\$ 16,419
6010 Building Improvements	05/17/2022	Journal Entry	05172022A		Re-code 1415 N Carolan Landscape Improvements	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 4,878	\$ 21,297
6010 Building Improvements	06/24/2022	Journal Entry	06242022A		Re-code to 6010-1415 N Carolan Intrusion Alarm Install-1st 1/2 Dep	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 325	\$ 21,622
6010 Building Improvements	06/24/2022	Journal Entry	06242022A		Re-code to 6010-1415 N Carolan Intrusion Alarm Install-2nd 1/2 Dep	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 325	\$ 21,947
6010 Building Improvements	11/03/2022	Bill	AET-2022-H007	Aetypic, Inc.	Geotechnical Services: 1415 N. Carolan Ave Improvement Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 11,352	\$ 33,298
6010 Building Improvements	12/08/2022	Bill	AET-2022-H003	Aetypic, Inc.	Professional Services thru 11/29/22: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 96,421	\$ 129,720
6010 Building Improvements	04/12/2023	Bill	AET-2023-C003	Aetypic, Inc.	Professional Services thru 03/31/2023: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 12,947	\$ 142,666
6010 Building Improvements	06/30/2023	Bill	AET-2023-F007	Aetypic, Inc.	Professional Services thru 06/30/2023: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 14,585	\$ 157,251
6010 Building Improvements	12/08/2023	Bill	23-15-01	Capital Program Management Inc.	Construction Mgmt Services thru 11/30/2023; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 389	\$ 157,640
6010 Building Improvements	01/08/2024	Bill	23-15-02	Capital Program Management Inc.	Construction Mgmt Services thru 12/31/2023; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 2,720	\$ 160,359
6010 Building Improvements	02/06/2024	Bill	AET-2024-A004	Aetypic, Inc.	Professional Services thru 10/27/2023 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 400	\$ 160,759
6010 Building Improvements	02/06/2024	Bill	AET-2023-J008	Aetypic, Inc.	Professional Services thru 01/26/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,798	\$ 166,555
6010 Building Improvements	02/09/2024	Bill	23-15-03	Capital Program Management Inc.	Construction Mgmt Services thru 01/31/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,682	\$ 171,217
6010 Building Improvements	03/08/2024	Bill	23-15-04	Capital Program Management Inc.	Construction Mgmt Services thru 02/29/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 3,830	\$ 175,047
6010 Building Improvements	04/08/2024	Bill	23-15-05	Capital Program Management Inc.	Construction Mgmt Services thru 03/31/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 3,830	\$ 178,876
6010 Building Improvements	05/10/2024	Bill	23-15-06	Capital Program Management Inc.	Construction Mgmt Services thru 04/30/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,163	\$ 183,039
6010 Building Improvements	06/10/2024	Bill	23-15-07	Capital Program Management Inc.	Construction Mgmt Services thru 05/31/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 2,054	\$ 185,092
6010 Building Improvements	06/30/2024	Bill	AET-2024-F009	Aetypic, Inc.	Professional Services thru 6/30/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 29,288	\$ 214,377
6010 Building Improvements	06/30/2024	Bill	24-14-01	Capital Program Management Inc.	Construction Mgmt Services thru 06/30/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,607	\$ 218,984
6010 Building Improvements	08/09/2024	Bill	24-14-02	Capital Program Management Inc.	Construction Mgmt Services thru 07/31/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 8,255	\$ 227,233
6010 Building Improvements	09/04/2024	Bill	AET-2024-H006	Aetypic, Inc.	Professional Services thru 8/31/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 18,987	\$ 246,200
6010 Building Improvements	09/09/2024	Bill	24-14-03	Capital Program Management Inc.	Construction Mgmt Services thru 08/31/2024; Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,137	\$ 251,336
6010 Building Improvements	10/09/2024	Bill	24-14-04	Capital Program Management Inc.	Construction Mgmt Services thru 09/30/2024; Proj No. 24-14 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,106	\$ 256,442
6010 Building Improvements	10/30/2024	Bill	AET-2024-J010	Aetypic, Inc.	Professional Services thru 10/25/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 21,723	\$ 278,165
6010 Building Improvements	11/08/2024	Bill	24-14-05	Capital Program Management Inc.	Construction Mgmt Services thru 10/31/2024; Proj No. 24-14 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 14,704	\$ 292,869
6010 Building Improvements	12/09/2024	Bill	24-14-06	Capital Program Management Inc.	Construction Mgmt Services thru 11/30/2024; Proj No. 24-14 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 6,050	\$ 298,918
6010 Building Improvements	12/16/2024	Bill	AET-2024-K013	Aetypic, Inc.	Professional Services thru 11/29/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 8,247	\$ 307,165
Total for 6010 Building Improvements								\$ 307,165	

Construction Plans

Agenda Item 6D

SUBJECT: COMMITTEE ASSIGNMENTS

BACKGROUND

The District encourages Trustee participation at committee meetings. The Board's standing committees provide the analysis necessary to consider important governance positions and to develop policies and budgets that direct the District's mission and functions. The recommendations made by the standing committees are reported to the full Board for final action.

STATUS

District policies direct the Board President to appoint and publicly announce the chairs and members of the standing committee at the beginning of each year. To help with this process, President Brutschy asks all SMCMVCD trustees to review the descriptions attached as **Agenda item 6D.2** and consider if they would like to participate in one or more committees before attending the January 8, Board meeting. You are not required to take any action to remain on a committee in which you already serve. The list of current assignments is attached as **Agenda item 6D.1**.

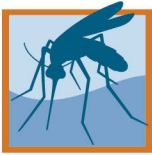
Ad Hoc Staff Negotiating Committee

The Peninsula Vector Control Workers Association (the Association) primarily represents SMCMVCD vector ecologists and vector control technicians. The Association engages in collective bargaining with an Ad Hoc Committee composed of SMCMVCD Board members.

The Association's current contract expires on June 30, 2025. To facilitate timely negotiations and avoid any disruption, President Brutschy will assemble a 2025 Ad Hoc Negotiating Committee to ensure that an agreement is reached before the approval of the 25/26 District budget and the contract expires.

ATTACHMENTS:

1. SMCMVCD committee assignments as of January 1, 2025
2. SMCMVCD committee descriptions



Trustee Board Officers and Committee Assignments

As of January 1, 2025

Board Officers

President – Mason Brutschy
Vice President – Kati Martin
Secretary – Dr. Scott Smith
Assistant Secretary – Donna
Rutherford

Strategic Planning

Currently vacant- Chair
Catherine Carlton
Ray Williams
Laura Walsh

Manager Review

Laura Walsh– Chair
Mason Brutschy
Paul Fregulia
Kati Martin
Muhammad Baluom
Michael Yoshida

Ad Hoc Environmental/ Public Outreach

D. Scott Smith - Chair
Catherine Carlton
Kat Lion
Peter DeJarnatt

Ad Hoc EV Committee

Catherine Carlton- Chair
Glenn Sylvester
Ron Collins
Paul Norton

Finance

Ron Collins - Chair
Robert Riechel
Muhammad Baluom
Ray Williams
Mason Brutschy
Kati Martin
Michael Yoshida

Policy

Robert Riechel – Chair
Kati Martin
Donna Rutherford
Kat Lion
Laura Walsh

Legislative

Donna Rutherford
Robert Riechel
Kati Martin

Ad Hoc Real Estate Committee

Paul Norton - Chair
Kat Lion
Ray Williams
Paul Fregulia
Michael Yoshida
Rena Gilligan



SMCMVCD TRUSTEE COMMITTEE DESCRIPTIONS

The District encourages Trustee participation at committee meetings. The Board's standing committees provide the analysis necessary to consider essential governance positions and to develop policies and budgets that direct the District's mission and functions. The recommendations made by the standing committees are reported to the full Board for final action.

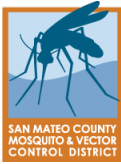
District policies direct the Board President to appoint and publicly announce the chairs and members of the standing committees for the ensuing year. To help with this selection process, please consider which committee(s) you would like to participate in for this coming year. You are not required to take any action to remain on the committee in which you already serve.

1. **Finance Committee.** This committee governs the district's financial management. It oversees the preparation of the annual budget, sometimes coordinates salary negotiations with staff, and reviews the monthly financial statements and expenditures provided for each Board meeting. All negotiated agreements and budgetary recommendations are brought to the Board for approval.
 2. **Ad Hoc Environmental and Public Relations Committee.** This committee will help review and recommend for approval the District's CEQA amendment.
 3. **Strategic Planning Committee.** This committee governs the development of the district's strategic course and oversees the production and review of the District Strategic Plan. The plan includes the District Mission, long-range planning strategies, and strategic and tactical plans for each department and the Board. All recommendations for action are brought to the Board for approval.
 4. **Managers Evaluation Committee.** This committee directs the evaluation of the District Manager every year. Each Trustee performs the evaluation, and the committee's assessment is provided to the District Manager by the Board President when completed. Also, recommendations on salary adjustments are made when necessary. All recommendations for action are brought to the Board for approval.
 5. **Policy Committee.** The Policy Committee drafts, analyzes, and recommends district policies for the approval of the Board of Trustees. With the Policy Committee's guidance, the District strives to thoroughly review and update the District Policy Manual regularly. All recommendations for action are brought to the Board for approval.
 6. **Legislative.** Legislative Committee members independently analyze and track pending legislation impacting District operations or governance. Committee members also work
-

with District staff on suggested actions on bills that may affect the District and whether Board notification is appropriate. The committee does not meet but would do so if necessary.

7. The **Ad Hoc Committee on Real Estate** collaborates with staff to provide expertise, make recommendations, and execute real estate acquisition and construction project decisions. This committee will be dissolved upon completing the designated 1415 N. Carolan Ave update project.
8. The **Ad Hoc Committee on Electric Vehicles (EVs)** is a temporary committee assembled to address specific issues related to electric vehicles. Its purpose is to conduct research, gather information, and formulate recommendations to support the integration and advancement of EVs within the jurisdiction. This committee will likely resume when EVs that suit the District's needs are available.
9. The **Ad Hoc Staff Negotiating Committee** will negotiate a new salary and benefits agreement with District staff from February to May 2025.

Please consider a committee(s) you would like to work with. The District's efficient operation and ultimate success depend largely upon your participation.



Agenda Item 7.A. – Operations Staff Program Reports

Field Operations in December 2024

Mosquito Control in 2024 in San Mateo County

The San Mateo County Mosquito and Vector Control District serves all of San Mateo County, including 20 incorporated cities and towns, as well as several unincorporated areas. The permanent staff is comprised of certified vector control technicians, vector ecologists, and other professionals dedicated to safeguarding the health and comfort of the approximately 773,000 County residents. In the summer, six seasonal catch basin drivers join the team to control mosquitoes across the diverse geographical regions of San Mateo County. On any given day, District staff can be seen controlling tule mosquitoes in Sharp Park in Pacifica, inspecting for salt marsh mosquitoes along the San Francisco Bay in East Palo Alto, or conducting storm drain treatments underground in Redwood Shores to help control the mosquitoes that can transmit West Nile virus. The table below is a breakdown of all the inspections and treatments we completed in 2024.

City or Nearest City	Mosquito Sources	Site inspections	Site treatments	% Treated	Mosquito Service Requests
Atherton	496	1366	282	21%	28
Belmont	365	1345	478	36%	12
Brisbane	107	431	47	11%	1
Burlingame	595	2280	394	17%	40
Colma	48	141	28	20%	0
Daly City	114	311	88	28%	12
East Palo Alto	115	779	68	9%	6
Foster City	616	2004	324	16%	20
Half Moon Bay	230	732	161	22%	4
Hillsborough	667	2219	447	20%	37
Menlo Park	1198	3916	874	22%	50
Millbrae	346	1078	182	17%	23
Pacifica	175	579	173	30%	8
Portola Valley	312	949	332	35%	16
Redwood City	960	2314	382	17%	62
Redwood Shores*	897	1401	407	29%	11
San Bruno	216	800	130	16%	20
San Carlos	379	1474	587	40%	13
San Mateo	1273	4050	971	24%	122
South San Francisco	374	1278	141	11%	29
Woodside	451	1480	454	31%	19
Total	9934	30927	6950	22%	533

Table 1 - Mosquito-related work completed between January 2024 and November 2024. This table does not include roadside storm drains or the treatments applied to them.

*Redwood Shores is part of Redwood City, but is represented separately in this table due to the distinctive ecological aspects driving mosquito activity in this waterfront community.



Agenda Item 7.A. – Operations Staff Program Reports

2024 Highlights

- In San Mateo County, 9,934 mosquito sources can potentially produce mosquitoes. These include residential sources such as fountains, fishponds, water underneath houses, and abandoned swimming pools. Natural breeding habitats, such as creeks and salt marsh areas along the Bay and coast, can also produce mosquitoes.
- Mosquito sources are checked multiple times throughout the year. This year, District staff conducted 30,927 inspections of potential mosquito breeding habitats.
- Of the 30,927 inspections, 17% resulted in a treatment with a mosquito control product, down 7% from 2023.
- This year, District staff responded to 577 mosquito calls, up compared to 2023's tally of 457 mosquito service requests. Multiple factors go into increased mosquito calls. One of the main factors this year was the amount of rainfall we had from January to April. Combining an abundance of rain and warm weather can contribute to an increase in mosquito calls.
- Our mosquito calls are still below the numbers from 2019 and 2020 when we had 696 mosquito service requests. 2019 was the year we introduced our storm drain misting program to control mosquitoes, and our mosquito service request numbers have dropped significantly each year since then.
- In 2024, the District's seasonal catch basin drivers treated 162,900 catch basins from Brisbane to East Palo Alto. This program is our first line of defense for controlling the local West Nile virus vector species, *Culex pipiens*.



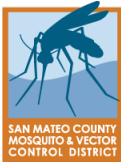
Figure 1- Vector control technician David Allen inspecting for juvenile mosquitoes in San Mateo.



Figure 2 - Vector Control Technician Walter Bruj conducting a larvicide treatment in East Palo Alto.



Figure 3 - Catch basin drivers ready for the day.



Agenda Item 7.A. – Operations Staff Program Reports

District Staff in Action



Figure 4- Vector control technician Devon Macdonald assisting a resident permanently who wished to permanently eliminate a mosquito breeding source on their property in Redwood City.



Figure 5 – District staff working with UAS (Unmanned Aircraft System, or drone) in Brisbane.

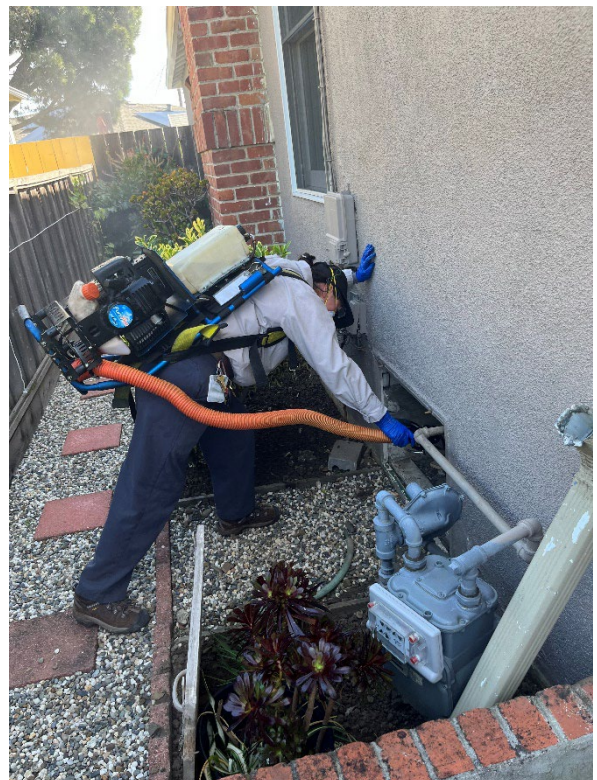


Figure 6 – Vector Control Technician Vanessa Hernandez Pacheco controlling mosquitoes at a property that had water flooding the crawl space under a home.



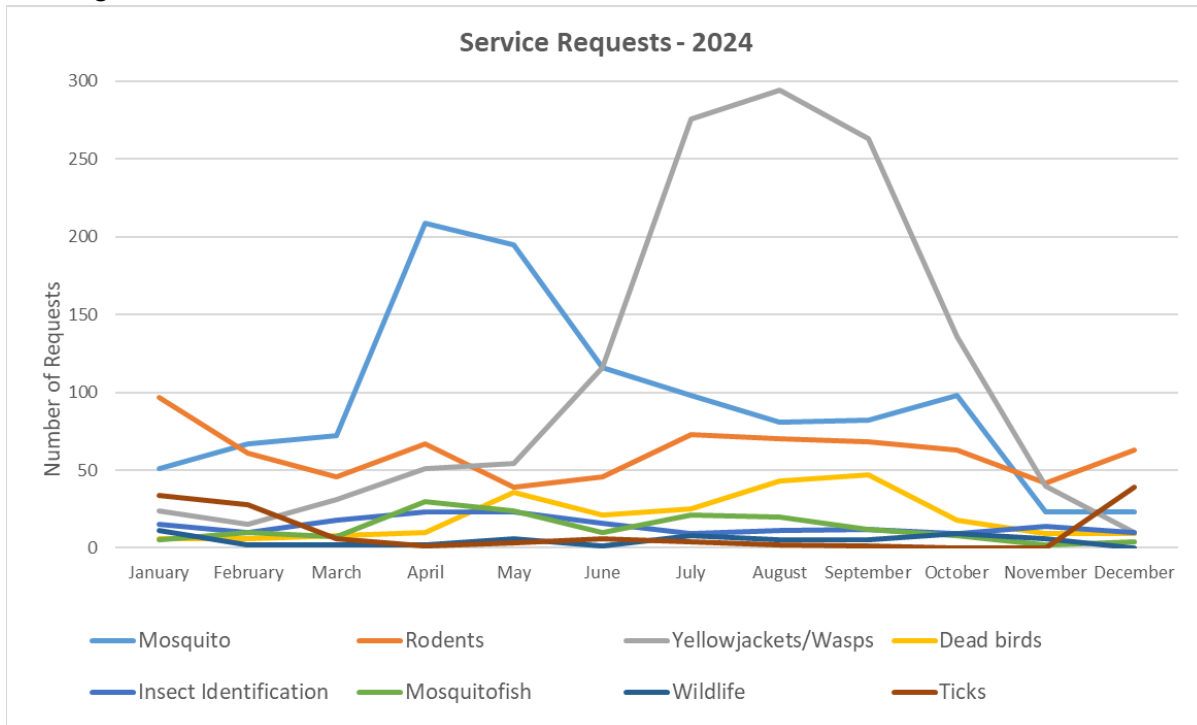
Agenda Item 7.A. – Operations Staff Program Reports

December 2024 Service Requests

<u>Type of Request</u>	December 2024	5-year December average
Rodents	63	50
Ticks	39	19
Mosquitoes	23	23
Insect identification	10	7
Yellowjacket/wasps	10	16
Dead birds	9	6
Mosquitofish	4	4
Wildlife	0	2
Other	3	5
Total	161	133

The total number of service requests was higher than average in December (161 requests compared to a five-year average of 133). This is because of more requests than typical in the categories of “rodents” and “ticks.” Tick-related service requests are more numerous than average (39 compared to a five-year average of 19) because of a special project evaluating the presence of ticks in yards which has only been conducted the past three years. Other categories are near average for the month.

Service requests in the category “other” included requests regarding cockroaches and possible bites of unknown origin.



Service requests by type in 2024. Most categories and low in number of requests but there was an increase in December for rodent and tick service requests.



Agenda Item 7.B. – Laboratory Staff Program Reports

Lab Activities in December 2024

Rainy Day? High Indoor Humidity? You Mite Have a Problem

California winter is marked by increased rainstorms and humidity throughout the San Francisco Bay Area. Many insect species thrive in warm and humid conditions. Below are the most common pests that become more abundant in homes when the humidity rises.

- **Dust mites:** Dust mites can be found in almost every household and are not a sign that your home is dirty or dusty! They often make a home in HVAC ducts, cracks and crevices in the floor, or even in furniture. They feed mostly on mold particulates, dead skin, hair, and skin oils.
- **Stored product pests:** Stored product mites, beetles, and moths can infest grain products like flour, pasta, beans, or rice.
- **Carpet beetles:** These tiny beetles are not just found in carpets! They eat dead organic matter like small flakes of shed skin, hair and fur, and plant material that accumulate at the edge of baseboards and in carpets, rugs and furniture.
- **Silverfish:** Silverfish are mostly nocturnal insects that feed on mold, mildew, paper products, starches, and dead insects.
- **Drain flies:** The larvae of these small flies feed on mold, mildew and other organic "gunk" inside drains. They commonly breed in overwatered planters, bath, sink, or shower drains, or in areas near leaking pipes.



Silverfish are common, humidity-loving indoor pests in homes.

While this list may seem intimidating, there are measures you can take to reduce pest numbers. The majority of these species thrive in warm indoor temperatures and 60-80% humidity. Several techniques can help minimize pest issues:

1. Regularly vacuum, sweep and mop floors. Conduct a deep cleaning at least annually, including steam cleaning rugs and carpets, and cleaning out opening cabinets and closets and wiping them down. Move furniture and clean under and behind it. Get rid of any old cardboard boxes and old junk. This removes debris and clutter that may provide food or homes for pests.
2. Store dry foods in sealed containers. Don't keep food in cupboards past its expiration date.



Larva of a carpet beetle.



Agenda Item 7.B. – Laboratory Staff Program Reports

3. Open windows when possible to vent out humidity, especially in kitchens and bathrooms.
4. Run the fan on the stove when cooking. If your stove fan does not vent to the outside, try to keep a window open when cooking.
5. For humidity control in small areas like cabinets and closets, you can try using humidity absorbers such as DampRid.
6. If you find it difficult to reduce the humidity in larger areas of your home, dehumidifiers are available at local hardware stores. Choose a model appropriate to the size of your rooms.

Remember, it is normal in any home to find a few indoor insects and mites. Regular cleaning and humidity reduction will usually keep their numbers under control. If you do have a large or persistent infestation that requires a more aggressive intervention, pesticides can be used as a last resort. If you choose to apply a treatment yourself, be sure to use only EPA-registered products and follow label instructions closely. Another good option is to hire a licensed structural pest control operator (PCO), as they can use techniques and materials not available to consumers.

The District offers advice on selecting and hiring a PCO on our website:
<https://www.smcmvcd.org/selecting-a-private-pest-control-operator-pco>.

Tick Surveillance for Water Year 2024-2025

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



A female *Ixodes pacificus* tick on a dry blade of grass. *Ixodes pacificus* is the vector of Lyme disease on the west coast.

This December, staff focused on tick inspections of residential properties as part of an ongoing project to evaluate the risk of tick exposure in yards. This season, focus has shifted to the San Mateo Highlands neighborhood, west of the city of San Mateo and east of Interstate 280. During the month of December, 30 yards were surveyed for ticks. Additional properties will be assessed throughout the winter.







Regular seasonal tick surveillance was also conducted in Butano state park, near Pescadero. Other parks will be surveyed during the next several months.



Agenda Item 7.B. – Laboratory Staff Program Reports

CO₂ Traps – Average adult mosquitoes collected per trap per night

In December, adult mosquito counts aside from *Culex pipiens* were very low, as is typical for the time of year. *Culex pipiens* numbers were well above the five-year average (8.377 per trap compared to an average of 2.287). The unusually high numbers were the result of a single site in Redwood City, where the flow to a reclaimed water tank was shut off. The standing water in the tank became a source of mosquito larval production, and hundreds of *Culex pipiens* mosquitoes were captured in District overnight traps. The tank was treated for mosquito larvae and added as a new source to monitor, and the city of Redwood City has been notified of the need to keep the water flowing in the tank.

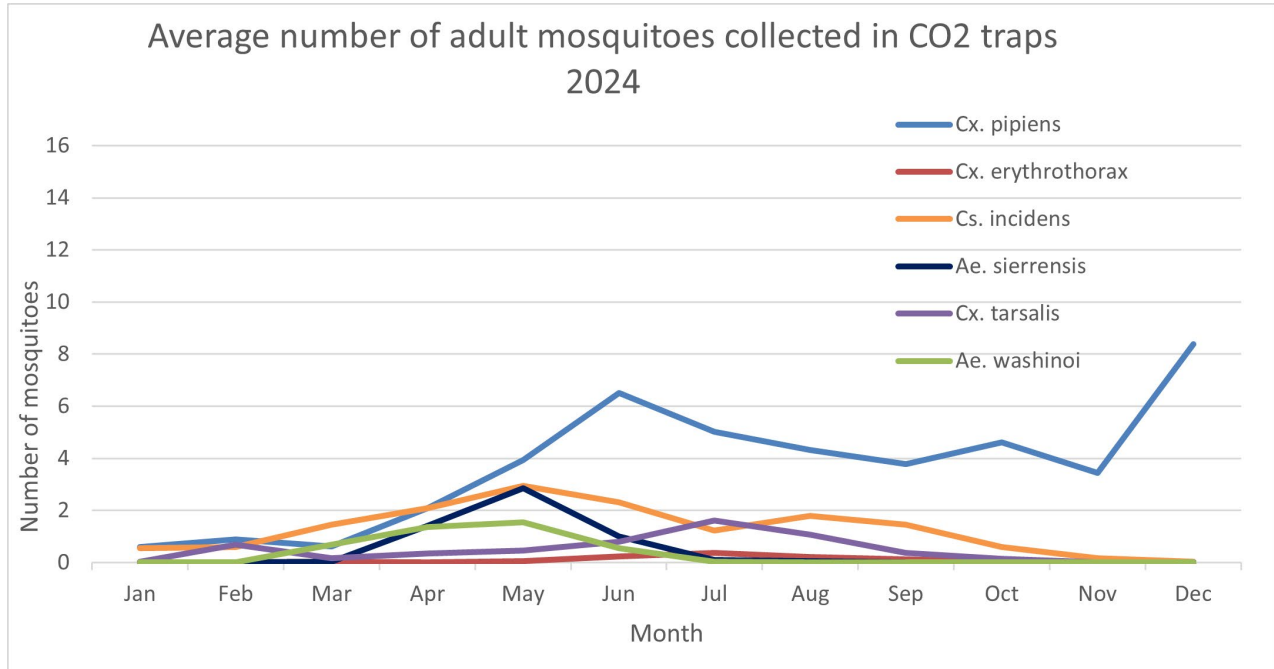
<u>Species</u>	<u>December 2024</u>	<u>5-year December average</u>
 <i>Culex pipiens</i>	8.38	2.29
 <i>Culex tarsalis</i>	0.00	0.02
 <i>Culiseta incidens</i>	0.03	0.22
 <i>Culex erythrothorax</i>	0.00	0.46
 <i>Aedes sierrensis</i>	0.00	0.00
 <i>Aedes washinoi</i>	0.00	0.00



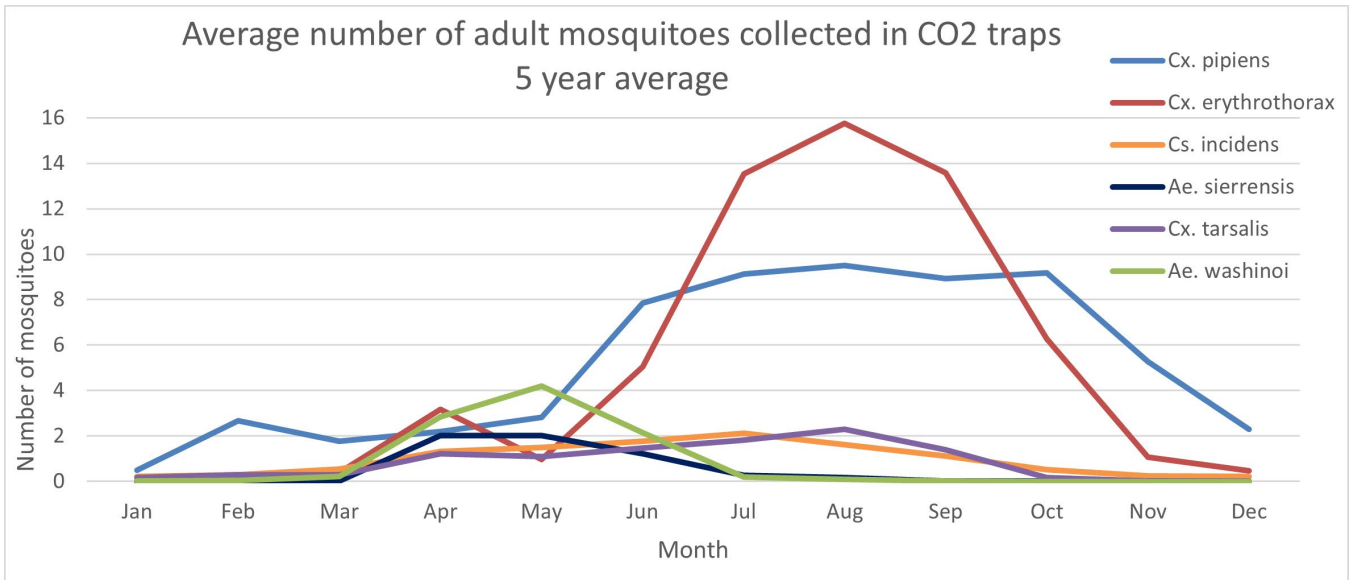
Adult *Culex pipiens* rest on a wall of their holding cage in the District's laboratory. These individuals are part of a colony maintained for education, outreach, and mosquito control efficacy testing.



Agenda Item 7.B. – Laboratory Staff Program Reports



Average number of adult mosquitoes collected in CO₂ traps per trap per night during 2024. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



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



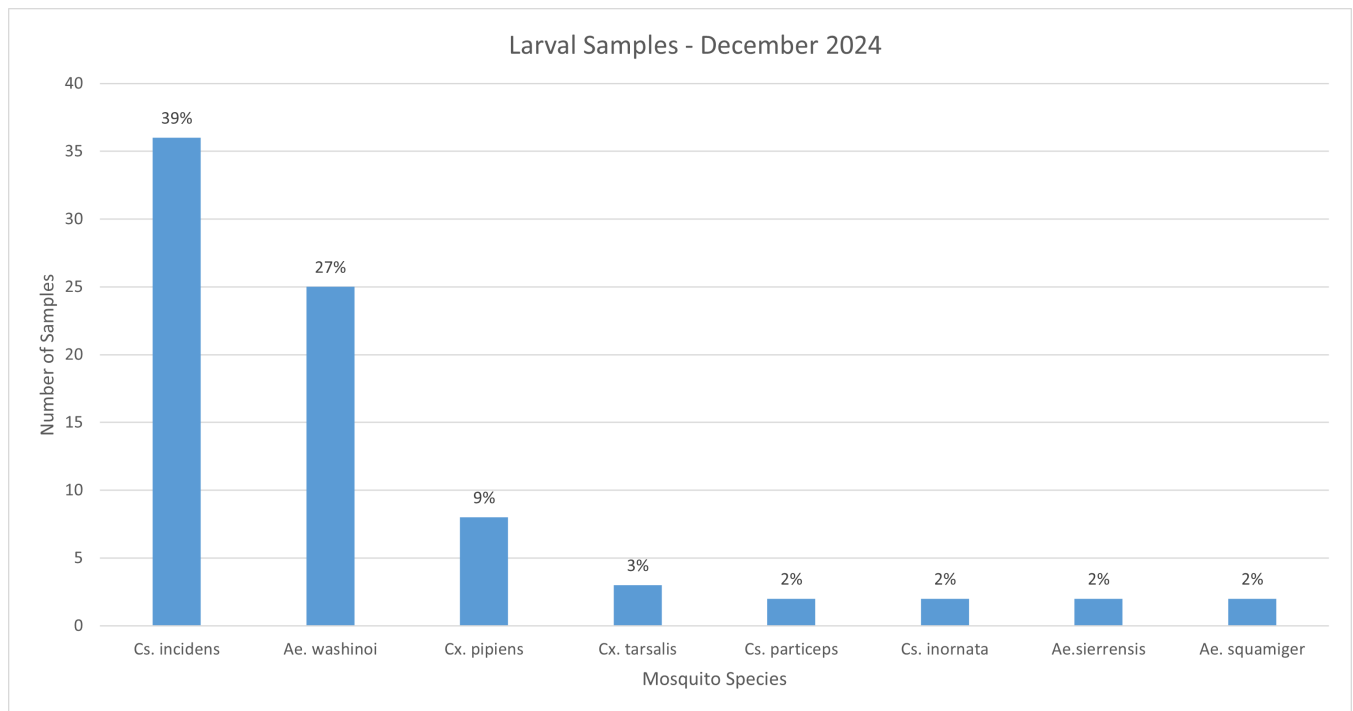
Agenda Item 7.B. – Laboratory Staff Program Reports

Larval Surveillance

Mosquito larval samples are collected from sources of standing water such as marshes, impounds, backyard fountains, fishponds, water under buildings, storm drains, containers, creeks, and tree holes. A District vector control technician uses a dipper to take a sample of the water and visually determines whether any mosquito larvae are present. The technician then transports the sample to the laboratory for the larvae to be counted and identified.

This December, 92 larval samples were collected in the field by vector control technicians and submitted to the lab. Eight different mosquito species were identified in larval samples. The species most often sampled was *Culiseta incidens*, present in 36 of the 92 samples (39%). This mosquito is active year-round in San Mateo County and is often collected from fishponds, containers holding water, and freshwater impounds. It is not known to transmit disease in California.

Another commonly collected species was *Aedes washinoi* (27% of samples). *Aedes washinoi* is a winter marsh mosquito that breeds in both fresh and brackish waters. It becomes more common at the end of the year, along with other large winter mosquitoes such as *Culiseta inornata* and *Aedes squamiger*. The sources where these mosquitoes breed are larger and more numerous after rainfall in late fall and winter. They will continue to be found in larval inspections until the seasonal sources dry up during warmer spring weather. Although these species do not currently vector any diseases in this region, they will eagerly bite mammals, including humans.



Number and percent of larval samples containing each mosquito species from water samples collected in December 2024. Larval samples commonly contain multiple species.



Agenda Item 7.C. Staff Program Reports

Public Health Education & Outreach, November/December 2024

- Rachel presented at several schools during November/December: Bayshore Elementary (Daly City), Sunshine Gardens Elementary (South San Francisco), Los Robles-Ronald McNair Elementary (East Palo Alto), Nesbit Elementary (Belmont), and Brisbane Elementary (Brisbane).
- Rachel presented a lecture to a Skyline College non-major biology class.
- District staff hosted staff from Recology for a tour of District facilities and a talk about rodent control related to waste management.
- District staff hosted the entomologist from Lake County Vector Control District for a day. She was give a tour of field (including documenting the December [king tides](#)) and laboratory processes. It was a valuable exchange of information!
- Rachel provided a 'Tick Talk' about tick-bite prevention to docents at Wunderlich Park. She also staffed a table with information about ticks during a weekend morning at Edgewood Park.
- Rachel continued to co-organize multi-agency groups: a network of communications staff from throughout the County, a network of environmental educators throughout the County, and a network of in-classroom mosquito educators from across the United States. These are all great ways to build collaborations and stay up-to-date with current happenings in the mosquito outreach, education, and communication fields.
- Distribution of no-cost tick-bite prevention kits continued; to-date, the District has provided nearly 1,300 kits to residents.
- Rachel completed all coursework to obtain an Essential Leadership Skills Certificate from CSDA.



Information about the District, services, and tick-bite prevention were provided to several people at Edgewood Park.

Website Analytics

- In November 2024, there were approximately 7,292 visits to the website, compared to 4,165 in November 2023. In December 2024, there were approximately 5,853 visits to the website, compared to 3,535 in December 2023. Increased visits may be because the District has been leveraging GoogleAds to make it easier for residents to find/request services via the website.
- Top pages for November and December 2024 included pages on rodent identification, mosquito-like insects, the District homepage, biting mites, millipedes and centipedes, opossums, the service request page, tick bite prevention kits, coyotes, and deer mice.



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

Information Technology January 2025

State and Local Cybersecurity Grant (SLCGP) Program

Summary

- SLCGP Funding approved

SLCGP Grant Funding approved in the amount of \$184,000

The District has long been tracking the State and Local Cybersecurity Grant, but leading up to the application window, the requirements and fund distribution details remained unclear. Over time, many preliminary requirements were reduced, easing the burden of achieving compliance. Throughout this process, the IT Department and the District Manager closely monitored updates to ensure readiness for submission.

Once the final requirements were established, the District focused on meeting them, which included renewing our organization's registration with SAM.gov and CalOES. With compliance achieved, the IT Department developed a comprehensive implementation plan outlining proposed improvements. This plan, combined with an assessment of the District's current cybersecurity posture, served as the foundation for our application.

During the CSDA (California Special Districts Association) Conference in Palm Springs, the District gained valuable insights into the grant's applications and requirements. This knowledge proved instrumental in accurately fulfilling the application criteria.

After a period of anticipation, the District is pleased to announce the approval of our application and funding in the amount of \$184,000 USD. The implementation plan includes several key milestones, which, once completed, will trigger the release of funds as outlined in the plan.

The District is excited to leverage this grant to enhance our cybersecurity infrastructure. This funding will provide much-needed flexibility and significantly reduce the financial strain of larger-scale projects, strengthening our overall cybersecurity posture.



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

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GAVIN NEWSOM
GOVERNOR



NANCY WARD
DIRECTOR

December 24, 2024

DELIVERED VIA EMAIL: bweber@smcmvcd.org

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

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION
Fiscal Year (FY) 2024 State & Local Cybersecurity Grants for Local & Tribal Governments (SL) Program
Grant Subaward Performance Period: December 1, 2024, to December 31, 2026

Dear Brian Weber:

We are pleased to announce that your proposal has been selected to receive funding through the FY 2024 SL Program of the California Governor's Office of Emergency Services (Cal OES). As outlined in the SL Program Competitive Funding Opportunity (CFO) section E, 3. Notification Process, Applicants not selected for funding may appeal Cal OES's decision pursuant to the Cal OES Appeal Guidelines for Competitive Funding. If any appeal is successful, this may affect your requested funding amount. Provided there are no successful appeals, your organization will be awarded the amount of \$184,000.

This subaward is subject to requirements in Title 2 Code of Federal Regulations, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, reporting requirements, all policies and provisions set forth in the FY 2024 SL CFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to Cal OES.

Subrecipients must obtain written approval prior to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement,



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX
www.CalOES.ca.gov

Agenda Item 8

MANAGER'S REPORT

MVCAC (Oakland)

The 93rd Annual Mosquito and Vector Control Association of California (MVCAC) Conference & Exhibitor Showcase will be held at the Oakland Marriot from January 26 to 29, 2025. This is an education and networking event for researchers, educators, vector control professionals, industry representatives, Trustees, and students in mosquito and vector control.

The MVCAC will hold a Trustee session on January 25 at 1 p.m. to review the **Vector Control Joint Powers Authority (VCJPA)** services and a field trip with Alameda County Mosquito Abatement. Please read the description below.

Get ready for an exciting Sunday afternoon at the MVCAC Conference Trustee Session from 1 to 5 PM! We'll kick off at the Oakland Marriott (room TBD) with an engaging discussion led by VCJPA, showcasing their dynamic programs and services. Whether you are part of a member district or not in the JPA system, this session promises to be packed with valuable insights you won't want to miss!

But that's just the beginning! After the session, we're heading out for an exhilarating field trip hosted by the Alameda Vector Control District. You'll dive into their wildlife and rodent program, observing their innovative practices in action and exploring their territory firsthand. This unique opportunity to see cutting-edge strategies at work will surely inspire new ideas and foster collaboration.

Please get in touch with Devina Walker at dwalker@smcmvcd.org or 650-344-8592 if you want to attend the Sunday meeting, the entire conference, or both.

AMCA (San Juan, Puerto Rico)

The American Mosquito Control Agency's (AMCA's) 91st Annual Meeting is taking place in San Juan, Puerto Rico, March 3 – 7, 2025. Please read AMCA's description below.

Each year our annual meeting has a program designed to highlight the various research, collaborations, and innovations impacting our programs throughout the US. Meeting in Puerto Rico will give our members a new perspective in the battle against mosquito-borne diseases. The island's warm, humid climate and abundant rainfall create ideal breeding grounds for a

variety of mosquito species. In recent years, there have been local outbreaks of Dengue fever, Zika virus, and Chikungunya virus in this U.S. Territory.

CSDA Training

The California Special District Association (CSDA) Professional Development Catalog is attached as Agenda Item 8.1. Please review the catalog and email President Brutschy and me if you would like to attend one of the in-person trainings, such as the CSDA Annual Conference from August 25 – 28 or the Leadership Academy in April, October, and November 2025. New Board members and those who have not attended a conference recently will receive priority when considering attendees.

All webinars found on pages 9 -14 can be attended at no cost. Please contact Devina Walker at dwalker@smcmvcd.org or 650-344-8592 if you would like her to sign you up for any of these online learning opportunities.

Legislative

Summary of AB 2561 (McKinnor)

The Meyers-Milias-Brown Act governs collective bargaining for local public employees, including special districts. Assembly Bill 2561 (effective January 1, 2025) introduces new requirements for addressing recruitment and retention challenges faced by local public agencies. Key provisions include:

1. Annual Public Hearings:

- Special districts must report on vacancies and recruitment/retention efforts annually during a public hearing.
- If adopting an annual budget, the vacancy status must be presented before budget adoption.

2. Employee Organization Presentations:

- Recognized employee organizations can present at these hearings on matters related to their bargaining units.
- No specific time or format for these presentations is mandated.

3. Additional Data Requirements for High Vacancy Rates:

- If a bargaining unit's vacancies exceed 20% of authorized full-time positions, the district must provide:

- Total job vacancies and applicants.
- Average hiring process duration.
- Opportunities to improve compensation and working conditions.

Implications:

AB 2561 could have a minor impact on SMC MVCD. However, since vacancies are rare in the district, the public hearing aspect of this bill will likely be in conjunction with the budget. Ultimately, it will add an additional item to the agenda one meeting per year. There may be more information to come, as the attorney general has not given any written guidance or implementation measures on this bill.

Summary of Assembly Bill 2123 (Papan): Changes to Vacation Time Use Before Paid Family Leave (PFL)

Current Law:

Prior to AB 2123, employers could require employees to use up to two weeks of vacation time before accessing Paid Family Leave (PFL) benefits. This arrangement helped manage costs for employers and the state while ensuring employees maintained benefits contributions through payroll deductions.

Changes Under AB 2123:

Effective January 1, 2025, employers can no longer mandate employees to use vacation time before accessing PFL benefits.

Implications:

- **For Employees:**
 - Greater flexibility in how and when vacation time is used.
- **For Employers:**
 - Administrative challenges

LET'S LEARN

Professional Development Catalog

Professional development opportunities for special district elected/appointed officials and staff!

New webinars
and workshops
for 2025!



California Special
Districts Association
Districts Stronger Together

2025



Special District Risk Management Authority

Maximizing Protection. Minimizing Risk.

Trusted experience to provide comprehensive coverage and tailor-made protection.

Our Property/Liability & Workers' Compensation Programs are both *flexible* and *adaptable*, and designed to fit your agency's unique needs.

The Right Choice at the Right Time

We help you provide your employees with health benefits coverage options they both *want* and *need*, including: health, dental, vision, employee assistance programs, and so much more! Enrollment is easy with more predictable rates and responsive assistance to support you through the process.

Why SDRMA

For over three decades, we have proudly supported more than 500 California special districts by offering:

- broad-coverage insurance
- risk management resources
- safety education
- and more!

By doing what we do best, you can focus on what you do best: providing essential services to our local communities.

How can we help?



Proudly serving California public agency special districts since 1982.



PRE-CONFERENCE WORKSHOPS

PRE-CONFERENCE WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Pre-GM Summit: So, You Want to Be a General Manager? <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager, identifying GM opportunities including positioning yourself for executive recruitment, developing positive relations with the board, staff and peer agency executives, and leadership practices. Registration fee includes continental breakfast and lunch. Limited class size - register early!</p>	<p>Sunday, June 29, 2025 9:00 a.m. – 3:30 p.m.</p> <p>Olympic Valley, CA</p>	<ul style="list-style-type: none"> • \$130 CSDA Member and Non-member <p><i>Sponsored by the Special District Leadership Foundation (SDLEF)</i></p> <p><i>Price includes continental breakfast and lunch</i></p>	
<p>Pre-Annual Conference: SDLA Module 1: Governance Foundations</p>  <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.</p>	<p>Monday, August 25, 2025 9:00 a.m. – 3:30 p.m.</p> <p>Monterey, CA</p>	<ul style="list-style-type: none"> • \$325 CSDA Member • \$650 Non-member <p><i>Price includes continental breakfast and lunch</i></p>	
<p>Pre-Annual Conference: So, You Want to Be a General Manager? <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p>  <p>A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager, identifying GM opportunities including positioning yourself for executive recruitment, developing positive relations with the board, staff and peer agency executives, and leadership practices.</p>	<p>Monday, August 25, 2025 9:00 a.m. – 3:30 p.m.</p> <p>Monterey, CA</p>	<ul style="list-style-type: none"> • \$130 CSDA Member and Non-member <p><i>Sponsored by the Special District Leadership Foundation (SDLEF)</i></p> <p><i>Price includes continental breakfast and lunch</i></p>	



Look for opportunities to earn SDRMA Credit Incentive Points.

SDRMA Credit Incentive Points (CIPs)

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



CONFERENCES

Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

SDLA CSDA's 2025 Special District Leadership Academy Conference

Core governance training for elected/appointed officials

CIP Earn SDRMA Credit Incentive Points.

La Quinta – April 21 – 24, 2025

Early-bird registration discount ends March 21, 2025

Embassy Suites by Hilton La Quinta Hotel & Spa
50-777 Santa Rosa Plaza
La Quinta, CA 92253

Redding – October 5 – 8, 2025

Early-bird registration discount ends September 5, 2025

Sheraton Redding Hotel at the Sundial Bridge
820 Sundial Bridge Drive
Redding, CA 96001

Monterey – November 16 – 19, 2025

Early-bird registration discount ends October 16, 2025

Embassy Suites by Hilton Monterey Bay Seaside
1441 Canyon Del Rey Boulevard
Seaside, CA 93955

CSDA's Special District Leadership Academy offers curriculum-based training built around the essential partnership between board members and general managers. Designed for both new and seasoned board members, our groundbreaking curriculum equips attendees with the knowledge and skills necessary to lead effectively and uphold vital governance responsibilities. This conference fosters collaborative leadership and sets a strong foundation for achieving shared goals within your special district.

Attendees will learn:

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

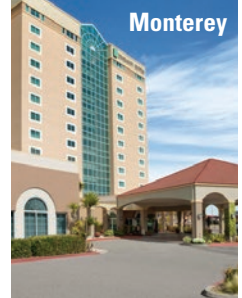
Choose one of three locations



La Quinta



Redding



Monterey

COST

EARLY REGISTRATION		REGULAR REGISTRATION	
CSDA Member	\$825	CSDA Member	\$890
Non-Member	\$1,650	Non-Member	\$1,780

EARLY BIRD PRICING

Register on or before March 21, 2025 (La Quinta), September 5, 2025 (Redding), and October 16, 2025 (Monterey)

SEND MORE – SAVE MORE

SPECIAL DISCOUNTED PRICING! Additional attendees from the same district:

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$565	CSDA Member	\$625
Non-member	\$1,130	Non-member	\$1,250



LA QUINTA

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day. The room reservation cut-off is March 21, 2025; however, space is limited and may sell out before this date.

REDDING

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$169 plus tax and fees per day. The room reservation cut-off is September 12, 2025; however, space is limited and may sell out before this date.

MONTEREY

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$179 plus tax and fees per day. The room reservation cut-off is October 16, 2025; however, space is limited and may sell out before this date.



SDRMA Spring Education Day

 Earn SDRMA Credit Incentive Points.

SACRAMENTO – March 26, 2025 | 7:30 a.m. – 4:00 p.m.

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815

Come join us for a dynamic Spring Education Day—Empowering Your Risk Management Strategy!

We're excited to invite you to our upcoming Spring Education Day, a no-cost opportunity for SDRMA and CSDA members. This day is designed to help sharpen members' risk management skills in Property/Liability and Workers' Compensation.

We'll kick off with a powerful, eye-opening presentation that dives deep into the world of cyber threats, covering fraud, IT cybercrimes, and more. Walk away with crucial knowledge to protect your agency from today's rapidly evolving risks. The day continues with interactive breakout sessions, giving attendees the chance to explore specific areas of interest and connect with experts and peers. Plus, don't miss the Annual Membership Meeting with our Board of Directors, where they'll provide critical updates on the insurance market and upcoming renewal information.

As a bonus, attending this event allows SDRMA members to earn Credit Incentive Points (CIPs)—a great way to reduce your agency's annual contributions for Property/Liability and Workers' Compensation programs!

Come and learn how to strengthen your agency's risk management efforts, network with fellow members, and stay ahead of industry changes. Register now and be part of this important, engaging day!

COST

Free to SDRMA members and CSDA members*

**Additional fee to CSDA members for Governance Foundations workshop on this day*

Special Districts Legislative Days

SACRAMENTO – May 20 – 21, 2025

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814

With about 30 percent of the State Legislature turning over in the 2024 General Election, this year's Special Districts Legislative Days is a must-attend event. It is crucial that special districts come together to educate our newly-elected lawmakers on special districts and the communities and constituents we mutually serve.

The new legislative session promises to be another impactful year with a tenuous State Budget and ever-growing concern over challenging issues like housing, infrastructure, labor, governance, revenues, natural resources, and more that matter to all special districts whether they provide water, sewer, fire protection, parks, cemeteries, healthcare, mosquito abatement, ports, harbors, airports, libraries, or other essential services.

This is your chance to unite the voice of special districts on those issues that matter most to all of us. Don't miss this opportunity to hear from California's top decision-makers, build partnerships, and advocate for local control.

COST

EARLY REGISTRATION*

CSDA Member	\$395
Non-member	\$790

REGULAR REGISTRATION

CSDA Member	\$495
Non-member	\$990

Early bird pricing – Register on or before Wednesday, April 23, 2025



HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$152 plus tax and fees per day. The room reservation cut-off is March 11, 2025; however, space is limited and may sell out before this date.



HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$222 plus tax and fees per day. The room reservation cut-off is April 23, 2025; however, space is limited and may sell out before this date.



CONFERENCES



General Manager Leadership Summit

CIP Earn SDRMA Credit Incentive Points.

OLYMPIC VALLEY – June 29 – July 1, 2025

Everline Resort & Spa Lake Tahoe
400 Resort Road
Olympic Valley, CA 96146

**NEW
Content and
Speakers Added
Every Year!**

General managers and emerging leaders come together at our General Manager Leadership Summit to gain insight, make connections and hone their skills. Tailored education specifically to your role, choose from sessions designed to keep you current on governance best practices, state laws, human resources, operations, pensions, budgeting, district policies and procedures, risk management, and more! Plus, we provide plenty of interactive networking opportunities!

You will return to your district with new enthusiasm and knowledge, ready to take your board relationship, staff, and district to the next level.

CSDA Annual Conference and Exhibitor Showcase

CIP Earn SDRMA Credit Incentive Points.

MONTEREY – August 25 – 28, 2025

Monterey Conference Center
One Portola Plaza
Monterey, CA 93940

**The leadership
conference for
special districts**

The CSDA Annual Conference & Exhibitor Showcase is the must-attend event for special district leaders across California! With a densely packed agenda, this conference offers unparalleled opportunities to connect with peers and experts, and learn about new tools and trends.

Network with fellow special district professionals, explore the latest innovations and services in our extensive exhibitors' hall, and choose from over 30 targeted breakout sessions tailored to address today's relevant trends and topics for special districts.

This essential event will sharpen your skills, broaden your knowledge, infuse you with enthusiasm and forge new connections. Join us in 2025!

COST

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$890	CSDA Member	\$990
Non-member	\$1,780	Non-member	\$1,980

Early bird registration – Register on or before Friday, May 23, 2025

COST

EARLY REGISTRATION*		REGULAR REGISTRATION	
CSDA Member	\$890	CSDA Member	\$990
Non-member	\$1,780	Non-member	\$1,980

Early bird registration – Register on or before Friday, July 25, 2025



HOTEL ROOM RESERVATIONS CSDA room reservations in the CSDA room block start at the rate of \$229 plus a discounted resort fee of \$25, per room, per night, plus tax and fees per day. The room reservation cut-off is May 23, 2025; however, space is limited and may sell out before this date.



HOTEL ROOM RESERVATIONS: Room reservations at the Marriott and Portola Hotel & Spa are available starting at the rate of \$249 plus tax. The room reservation cut-off is August 4, 2025; however, space is limited and may sell out before this date.

One night's non-refundable room and tax will be charged at the time a reservation is made for rooms reserved at the Portola and charged on 8/4/25 for rooms reserved at the Marriott.



Earn Your Certificate OR Take Advanced Track Sessions for Returning Attendees!

Board Secretary/Clerk Conference

CIP Earn SDRMA Credit Incentive Points.

SONOMA COUNTY – October 27 – 29, 2025

Hyatt Regency Sonoma Wine Country
170 Railroad Street
Santa Rosa, CA 95401

NEW Content and Speakers Added Every Year!

Whether you're a first-time attendee or a seasoned board secretary/clerk, ongoing education is essential. To showcase your commitment to excellence, CSDA created the Board Secretary/Clerk Certificate program designed to provide education on the diverse responsibilities and complexities of your role. For first-time attendees, this certificate program provides a comprehensive foundation, equipping you with essential skills and insights to build your knowledge base.

For returning attendees, each year brings expanded learning opportunities with fresh, specialized breakout sessions designed to deepen your expertise and keep you up-to-date on new developments and trends that help you excel.

Earn your certificate and continue your professional journey with CSDA—this popular conference is your gateway to exceptional growth!

COST

EARLY REGISTRATION*		REGULAR REGISTRATION	
SDRMA Member	\$760	SDRMA Member	\$825
CSDA Member	\$825	CSDA Member	\$890
Non-member	\$1,650	Non-member	\$1,780

Early bird registration – Register on or before Friday, September 26, 2025



HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$157* (or prevailing federal per diem at time of check-in, as of 11/22/24, per diem is \$157) plus discounted \$10 destination fee plus tax and fees per day. The room reservation cut-off is October 6, 2025; however, space is limited and may sell out before this date.

One night non-refundable deposit/non-refundable balance due 30 days prior to 11:59 PM local time the day of arrival.



GM Leadership Summit, Annual Conference, and Board Secretary/Clerk Conference

Conference Community and Mobile App will be used for messaging and session information. No written materials will be provided outside of pre-conference workshops. Please consider what you need or want to print before the conference.





ON-DEMAND WEBINARS

On-demand webinars are subject to change, and new on-demand webinars are added throughout the year.

You can participate in CSDA professional development opportunities at the time and place most convenient for you. You can even print your own certificate of completion. Start anytime you want; log in to csda.net, click on Learn, select All Events-Register from the drop-down menu, and then click On-Demand. If you need assistance with your account, please call the CSDA office at 877.924.2732.

Check Out the Most Popular On-Demand Webinars of 2024

2024 Sexual Harassment Prevention Training for Supervisors

Free CSDA Member | \$115 Non-member

2024 Ethics AB 1234 Compliance Training

Free CSDA Member | \$115 Non-member

Keeping Up with the Brown Act

Free CSDA Member | \$115 Non-member

Effective Meeting Management Through Parliamentary Procedure

Free CSDA Member | \$115 Non-member

Board Member and District Liability Issues

Free CSDA Member | \$115 Non-member

Who Does What? Best Practices for Board/Staff Roles The Critical Nature of Communications in the Public Agency

Free CSDA Member | \$115 Non-member

Learn ADA Compliance and Transparency Without Falling Asleep

Free CSDA Member | \$115 Non-member

Did You Know We Also Have On-Demand Webinars Available in Spanish?

Ethics AB 1234 Compliance Training SPANISH

Free CSDA Member

\$115 Non-member

Sexual Harassment Prevention Training for Supervisors SPANISH

Free CSDA Member

\$115 Non-member

But that's not all! We have over 75 Webinars in our On-Demand Library on topics ranging from finance to human resources, governance, and community outreach to technology and emergency preparedness. Live webinars are usually available in the on-demand webinar library within two weeks of the live event. We work hard to keep the content current, so plan to watch your on-demand webinar within 30 days of purchase.

Certificate FAQs

When will I receive my certificate?

- For webinars and virtual workshops, your certificate will be available within 48 hours.
- For conferences, your certificate will be available within two weeks of the close of the event.

What if I watched in a group?

We track each person who has logged in to a virtual event, noting the amount of time attended. If you are watching in a group, we can only see the person who has logged in, so please be sure to fill out the sign-in sheet located on our Support page > Webinars/On-Demand/Events > How do I watch a webinar or on-demand webinar as a group?

Where can I access my certificate?

Your certificate will be available digitally under your profile on the CSDA website.

1. Login to your account
2. Click on your name/photo in the top right corner of the home screen
3. Select "Profile" from the drop-down menu
4. Scroll down and click "My CSDA Account" (big blue button on the left of the screen)

All of your certificates for both live and on-demand events will be located on the next page.

What if I don't see my certificate?

If your certificate does not show under your profile within the above timeframe, contact updates@csda.net with your name, district, and event you attended.





LIVE WEBINARS

2025
MEMBER BENEFIT
FREE
WEBINARS

CSDA webinars are offered at no charge to all Members in part through the generous support of the Special District Risk Management Authority (SDRMA).

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Prevailing Wage Update 2025</p> <p>Each year the California Legislature and Department of Industrial Relations change something in prevailing wage law. This year is no exception. Join us to learn about the new changes and how the DIR is enforcing fines against public agencies for failure to file timely PWC-100, having unregistered contractors on a project and more. Review the expansion of skilled and trained workforce requirements. Learn about the most common errors your contractors make and how you can best help them to comply.</p>	<p>Tuesday, January 14, 2025 10:00 - 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW Transparency in Action: Unlocking the Brown Act</p> <p>This presentation on the Ralph M. Brown Act is tailored for board members and agency heads, delving into the essential obligations of public agencies to conduct open and transparent meetings consistent with the requirements of the California Constitution.</p>	<p>Tuesday, January 21, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW 2025 Annual Employment Law Update</p> <p>Join us for an engaging and informative webinar on the latest updates in employment law, designed to help special districts stay up to date with the ever-evolving legal landscape. In an era of constant change and heightened employee expectations, it is crucial to understand the implications of new regulations and legislation to maintain a fair and compliant workplace environment.</p>	<p>Tuesday, January 28, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Ethics AB 1234 Compliance Training</p> <p>State law requires local agency officials to complete two hours of ethics training within the first year of his or her service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.</p>	<p>Tuesday, February 4, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Sexual Harassment Prevention for Supervisors</p> <p>This two-hour presentation will comply with the requirement of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace; how to recognize and avoid harassment; what procedures to follow if you witness harassment, or are harassed yourself; the potential consequences, including personal liability of harassment; what constitutes abusive conduct in the workplace in compliance to AB 2053; and orientation, gender identity, and gender expression in compliance with SB 396.</p>	<p>Thursday, February 6, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Sexual Harassment Prevention for Non-Supervisors</p> <p>Under Senate Bill 1343, passed in 2018, California employers with five or more employees must provide at least 1 hour of training and education regarding sexual harassment, abusive conduct and harassment based on gender to all employees within 6 months of their assuming their role, and every 2 years after.</p> <p>SB 1343 also includes temporary and seasonal employees, who must be trained within 30 days of their hiring or 100 hours worked, whichever is first. This training must be consistent with what is provided to other employees. The requirement for seasonal and temporary workers began on January 1, 2020.</p> <p>This training, via webinar, will satisfy SB 1343 requirements. The webinar is interactive, allowing attendees to ask questions.</p>	<p>Tuesday, February 11, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	



WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Exploring Financial Strategies: Funding Options for Special Districts</p> <p>Special districts, local government entities established for specific purposes like fire protection or water management, have several available funding options. Funding options allow special districts to finance their operations, infrastructure projects, and services while meeting the specific needs of their communities.</p>	<p>Tuesday, February 18, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Maximize Your Membership Series: Resources for Board Members/Trustees</p> <p>As a member of the governing body of a special district, you play an integral role in shaping your district and community - and CSDA has the resources and information to help. Join us as we explore how to quickly access the top resources included in your CSDA membership, such as director/trustee specific trainings, best practices, cost-saving programs for your district, and more!</p>	<p>Monday, February 24, 2025 10:00 – 10:30 a.m.</p>	<ul style="list-style-type: none"> • Free to all 	
<p>NEW Board Member and District Liability Issues 2025</p> <p>Get a comprehensive overview of liability concerns affecting special districts and their board members. This presentation provides essential guidance on understanding, managing, and mitigating liability risks while serving your community effectively.</p>	<p>Tuesday, February 25, 2025 10:00 – 11:30 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW California Public Records Act Update 2025</p> <p>In each recent year, either the courts or the Legislature has found a way to expand the scope and responsibilities of public agencies under the California Public Records Act. Requests are more frequent and have become increasingly complicated. Everyone is rightfully looking for innovative ways to handle the barrage of requests received, but there are also tried and tested tools that can help a Special District manage in this new frontier. In this webinar, participants will discover one new tool that can better manage and facilitate requests and will reexamine the benefits of a tried and tested tool that can reduce production costs. Additionally, the discussion will feature best practices that each special district can begin to implement right away.</p>	<p>Tuesday, March 4, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW AI in 2025: Legal Landscape and Strategic Imperatives for Special Districts</p> <p>Explore the evolving legal landscape and practical implications of AI for special districts in 2025, focusing on emerging risks, regulatory considerations, and strategic adaptation in an AI-driven world.</p>	<p>Tuesday, March 11, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW Grant Funding Readiness (including FEMA PA) and Continuity Planning for Maintaining Essential Services</p> <p>In this webinar, you will learn more about grant funding that may be available to you and steps to ensure you are ready to take it on. We will briefly discuss FEMA Public Assistance and provide an introduction to working with FEMA Public Assistance, including application, process, and timelines. Our speakers will also discuss continuity planning, a pillar of DHS funding, and provide strategies for maintaining essential services under constraints and discuss funding, skills prioritization techniques, and allocating resources effectively during limited operational capacity.</p>	<p>Tuesday, March 18, 2025 10:00 – 11:30 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	



WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>The ABC's of SDLF – 2025 Update</p> <p>This brief webinar provides an overview of all the Special District Leadership Foundation (SDLF) programs and resources, including our newest program, the Essential Leadership Skills Certificate! You'll discover which SDLF programs are right for you and your district as well as benefits of certification, recognition, and accreditation and steps in the application process.</p>	<p>Tuesday, April 1, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free to all 	
<p>NEW CalPERS Update</p> <p>This webinar will address those compliance issues that CalPERS has been particularly interested in reviewing the last few years and the best strategies for avoiding running afoul of the rules. Topics will include examples of the MOU language to use to avoid common pitfalls and the practices to regularly follow to ensure continued compliance.</p>	<p>Tuesday, April 15, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW GASB 68, 75, 87, 96, 101 – What's All the Fuss About?</p> <p>This session will explain the pension (GASB 68) and OPEB (GASB 75) rules in layman's terms that are simple to understand. We will explore the differences between the two GASBs and talk about how they affect your assets and liabilities. We will also explore the leases (GASB 87) and IT subscriptions (GASB 96) and explain when they apply and how they affect your district's financial statements. Lastly, we will explore the upcoming GASB 101 that is related to compensated absences and how you can determine if it applies to your district (hint, it most likely does!).</p>	<p>Tuesday, April 29, 2025 10:00 – 11:30 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Maximize Your Membership Series: Resources for General Managers</p> <p>We understand that the job of a general manager can be very demanding. Your membership in CSDA helps keep you current on new laws, best practices, and innovative solutions. Join us as we discuss the tools and resources available to help you best serve your district and create a pipeline for future success.</p>	<p>Monday, May 5, 2025 10:00 – 10:30 a.m.</p>	<ul style="list-style-type: none"> • Free to all 	
<p>NEW Innovative Approaches to Building Infrastructure: Thinking Beyond Design – Bid - Build</p> <p>With demands on existing infrastructure increasing, are there better ways to get major projects built? New legislation allows special districts to implement progressive design-build project delivery methods to hire design and construction teams at the beginning of a project. Special districts being able to partner and collaborate with preferred design and construction teams provides the opportunity for reduced project risks, cost savings, and, ultimately, better infrastructure projects. However, it can also present unforeseen legal, practical, and political risks and challenges. This presentation will discuss how special districts can successfully use progressive design-build, along with other similar and underutilized alternative project delivery tools, to build public infrastructure.</p>	<p>Tuesday, May 6, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW Successful Communication Strategies for Public Agencies</p> <p>Developing a communication strategy sets your agency or department on a trajectory for success and serves as a comprehensive roadmap with clear goals, objectives, strategies and tactics. In this session, you'll gain the expertise to devise measurable communications strategies that will bring clear value to your organization.</p>	<p>Tuesday, May 13, 2025 10:00 -11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	



WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Going Green: How Special Districts Can Implement Budget-Neutral Energy Efficiency Projects with Low-Cost Financing</p> <p>Does your district have the need for energy efficiency projects, but you don't know where to start? Please join to learn about the energy projects available to special districts, the costs and budget impacts of these projects, and how to obtain financing. Speakers will describe the green energy subsidies that are available to public agencies from the recently passed Inflation Reduction Act, which can help lower project costs and allow districts to meet their sustainability goals. Speakers will inform you on how to best position your district to get a bank loan, update you on the current market conditions, and how to structure your financing so that debt service payments are offset by energy savings.</p>	<p>Tuesday, June 3, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Sponsored by CSDAFC • Free to all 	
<p>Maximize Your Membership Series: Resources for Board Secretaries/Clerks</p> <p>Whether you're new to the role or a seasoned pro, CSDA's welcoming community of board secretaries is here to help. Join us as we talk about ways to connect with your peers, access role-specific guides and trainings, and use your CSDA membership to improve the efficiency of your district.</p>	<p>Monday, June 9, 2025 10:00 – 10:30 a.m.</p>	<ul style="list-style-type: none"> • Free to all 	
<p>NEW Mastering Good Governance for a Better Board and Better District</p> <p>Good governance is the foundation of effective, transparent, and accountable leadership of your district, and an essential starting point for building and maintaining an efficient and effective special district. This session is full of practical, proven guidance to help you master the principles of good governance and streamline your board and manager roles and relationships: building board teamwork, carrying out the director's role with excellence and building a productive relationship with your manager. You will take home ideas for change and improvement, including evaluating whether to have committee meetings and if so, how to structure them; how to ensure your board is focusing on the right information and issues; dealing with difficult directors, improving deliberation and providing clear policy direction to the manager; a pain-free and productive method for evaluating the manager's performance, and more. This is an interactive session full of examples and real-world ideas.</p>	<p>Tuesday, June 10, 2025 10:00 a.m. - 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW Developing and Updating Comprehensive Emergency Operations Plans for Special Districts: Aligning with Current Standards and Best Practices</p> <p>Join us for an essential 2-hour webinar designed to guide California's special districts through the process of developing, updating, and implementing effective Emergency Operations Plans (EOPs). This session will provide a comprehensive approach to creating EOPs that align with current standards and address the unique needs of special districts.</p>	<p>Tuesday, June 17, 2025 10:00 a.m. - 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW Building Tomorrow: Mastering Capital Project Financing for Special Districts</p> <p>The session will discuss key considerations for capital project financing (bonds, private placements, financing leases, and government loans - USDA, SRF, WIFIA, etc.) and how market conditions impact your district's ability to obtain financing.</p>	<p>Tuesday, July 22, 2025 10:00 - 11:00 a.m.</p>	<ul style="list-style-type: none"> • Sponsored by CSDAFC • Free to all 	



WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Do's and Don'ts of Initiative Campaigns</p> <p>The Secretary of State of California published a Statewide Initiative Guide to provide an understanding of the procedures and requirements for preparing and circulating initiatives, filing sections of the petition and complying with procedures for verifying signatures. Join Richard D. Pio Roda, Partner at Redwood Public Law LLP, as he reviews the Do's and Don'ts of the entire initiative campaign process for special district employees and elected officials including how to provide impartial and unbiased information to constituents regarding ballot measures.</p>	<p>Tuesday, September 9, 2025 11:00 a.m. - 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW CA Government Compensation Reporting Rules and Requirements</p> <p>All special districts must file a state compensation report (GCC – Government Compensation in CA) with wage and benefit data by position in April of each year, for the prior calendar year. The GCC Report has many different rules and nuances in how to assemble properly. We will discuss common mistakes made in reporting and how to fix them. Lastly, we will explore different ways to gather the data needed to file the report in based on each payroll system.</p>	<p>Tuesday, September 16, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW Dealing with Evolving Boundaries and Boards: By-Division Voting, Vacancies, and More</p> <p>Overview of controlling laws and regulations related your special district governance, from elections, to vacancies, to the transition to By-Division voting, and beyond.</p>	<p>Tuesday, September 23, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Sexual Harassment Prevention for Supervisors</p> <p>This two-hour presentation will comply with the requirement of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace; how to recognize and avoid harassment; what procedures to follow if you witness harassment, or are harassed yourself; the potential consequences, including personal liability of harassment; what constitutes abusive conduct in the workplace in compliance to AB 2053; and orientation, gender identity, and gender expression in compliance with SB 396.</p>	<p>Tuesday, October 14, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Sexual Harassment Prevention for Non-Supervisors</p> <p>Under Senate Bill 1343, passed in 2018, California employers with five or more employees must provide at least 1 hour of training and education regarding sexual harassment, abusive conduct and harassment based on gender to all employees within 6 months of their assuming their role, and every 2 years after.</p> <p>SB 1343 also includes temporary and seasonal employees, who must be trained within 30 days of their hiring or 100 hours worked, whichever is first. This training must be consistent with what is provided to other employees. The requirement for seasonal and temporary workers began on January 1, 2020.</p> <p>This training, via webinar, will satisfy SB 1343 requirements. The webinar is interactive, allowing attendees to ask questions.</p>	<p>Thursday, October 16, 2025 1:00 - 2:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>Ethics AB 1234 Compliance Training</p> <p>State law requires local agency officials to complete two hours of ethics training within the first year of his or her service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.</p>	<p>Tuesday, October 21, 2025 10:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	



LIVE WEBINARS

WEBINAR AND DESCRIPTION	DATES & TIME	COST	CIP
<p>NEW Accommodating Mental Health Disabilities - Strategies for Success</p> <p>Public sector disability discrimination claims are on the rise and many employers will face challenges accommodating an employee whose mental disability impacts or limits their job performance. Unlike physical disabilities, mental disabilities can be difficult to recognize and/or accommodate. This presentation will address some of the unique challenges an employer faces when presented with an employee's mental disability. You'll learn about an employer's responsibilities when an unspoken mental disability is suspected; how far an employer is required to go to accommodate a mental disability; knowing when the accommodation process is over; and the circumstances under which an employer can separate a disabled employee.</p>	<p>Tuesday, November 4, 2025 10:00 – 11:00 a.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	
<p>NEW General Manager Performance Evaluations: A Strategic Approach that Works</p> <p>A well-executed general manager performance evaluation is crucial for both the manager's success and the board's effectiveness. But many boards tend to fumble, ignore, or mishandle this critical activity. Learn a proven process that will improve communication and understanding between the manager and board; incorporate both subjective and objective criteria for a well-rounded assessment; understand how to align the evaluation with clear policy directions and how to connect the evaluation process to the broader strategic plan and the manager's annual goals. There will be time for questions and answers. Join us to learn how a robust performance evaluation can drive excellence and mutual understanding among your board and staff leadership team.</p>	<p>Tuesday, December 2, 2025 10:00 a.m. - 12:00 p.m.</p>	<ul style="list-style-type: none"> • Free CSDA Member • \$125 Non-member 	



Sponsored by
SPECIAL DISTRICT LEADERSHIP FOUNDATION



NEW **Quarterly Leadership Lessons**

Leadership is not just for those at the top – it's a skill that can elevate individuals across all job levels. Join us for engaging sessions where we'll explore essential leadership principles tailored to a variety of district roles. Hear insights on cultivating leadership qualities that foster collaboration, drive results, and empower growth at each stage of your career.

No matter your current position, these sessions will provide actionable strategies to strengthen your leadership presence. Topics include communication techniques, decision-making, team motivation, and adapting leadership style to different situations.

Take this opportunity to elevate your career and inspire those around you – because leadership is for everyone!

Lesson Dates

- Board Members
Friday, February 21, 2025, 2:00 – 3:00 p.m.
- District Managers
Friday, May 2, 2025, 2:00 – 3:00 p.m.

- Finance Professionals
Friday, September 26, 2025, 2:00 – 3:00 p.m.
- Human Resources Professionals
Friday, November 7, 2025, 2:00 – 3:00 p.m.

Cost

- Free to all





ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

Completion of the Essential Leadership Skills Certificate requires courses in each of the six modules. 2025 date and location options are noted below. Courses from taken within the last two years are also eligible. For more information visit sdlf.org.

Essential Leadership Skills Certificate Program

The Essential Leadership Skills Certificate Program from the Special District Leadership Foundation is tailored for special district staff and demonstrates to your supervisor, manager, and/or board of directors that you are trained in critical leadership skills and have the competencies to successfully lead special districts.

Modules

1. Effective Communication
2. Organizational Development
3. Financial Management
4. Human Resources Management
5. Leadership
6. Special District Laws

Essential Leadership Skills Courses - 2025 Date Options

Effective Communication *(must take both of the following)*

- On-Demand Webinar: Grassroots Advocacy and Public Outreach
- On-Demand Webinar: Who Does What? Best Practices in Board/Staff Relations

Organizational Development *(choose one)*

- Virtual Workshop: Organizational Development
Wednesday and Thursday, May 7 and 8, 2025
9:00 a.m. – 12:00 p.m. each day
- Virtual Workshop: Organizational Development
Wednesday and Thursday, October 1 and 2, 2025
9:00 a.m. – 12:00 p.m. each day

Financial Management *(choose one)*

- Virtual Workshop: Budget Preparations for Special Districts
Wednesday and Thursday, February 26 and 27, 2025
9:00 a.m. – 12:00 p.m. each day
- In-Person Workshop: Financial Management for Special Districts
Thursday, May 1, 2025, 9:00 a.m. – 4:00 p.m. - Sacramento
- Virtual Workshop: Financial Management for Special Districts
Wednesday and Thursday, November 5 and 6, 2025
9:00 a.m. – 12:00 p.m. each day

Human Resources Management *(choose one)*

- In-Person Workshop: Human Resources Boot Camp for Special Districts
Wednesday, April 9, 2025, 9:00 a.m. – 4:00 p.m. - Sacramento
- Virtual Workshop: Human Resources Boot Camp for Special Districts
Wednesday and Thursday, October 15 and 16, 2025
9:00 a.m. – 12:00 p.m. each day

Leadership *(choose one)*

- In-Person Workshop: Supervisory Skills for the Public Sector
Tuesday, April 8, 2025
9:00 a.m. – 4:00 p.m. - Sacramento
- In-Person Workshop: So, You Want to Be a General Manager?
Pre-GM Summit: Sunday, June 29, 2025
9:00 a.m. – 3:30 p.m. - Lake Tahoe
- In-Person Workshop: So, You Want to Be a General Manager?
Pre-Annual Conference: Monday, August 25, 2025
9:00 a.m. – 3:30 p.m. - Monterey
- Virtual Workshop: Supervisory Skills for the Public Sector
Wednesday and Thursday, November 12 and 13, 2025
9:00 a.m. – 12:00 p.m. each day

Special District Laws *(choose one)*

- Virtual Workshop: Overview of Special District Laws
Wednesday and Thursday, June 4 and 5, 2025
9:00 a.m. – 12:00 p.m. each day
- In-Person Workshop: Overview of Special District Laws
Monday, November 3, 2025
9:00 a.m. – 4:00 p.m. - Sacramento

For more information visit www.sdlf.org.





WORKSHOPS

Virtual workshops are normally held over the course of two half-days, whereas in-person workshops are held over one full day.

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: Records Management</p> <p>This interactive workshop will provide information about legal requirements and best practices for e-mail, records retention, and technology options for managing electronic records. This session will also cover media and devices, terminology, electronic records and e-mail retention, document imaging systems, software solutions, and taxonomies.</p>	<p>Wednesday and Thursday, January 15 and 16, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Board Member Best Practices</p> <p>This fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance, and general ethics principles related to special districts including an overview of the laws affecting special districts.</p>	<p>Wednesday and Thursday, January 22 and 23, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: SDLA Module 1: Governance Foundations</p> <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.</p>	<p>Wednesday and Thursday, February 19 and 20, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Budget Preparations for Special Districts</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Developing a budget is one of the most important functions for a local government. It is also one of the most difficult. Identifying priorities, forecasting revenue, addressing competing interests, determining the correct strategies, estimating cost of service, and ultimately allocating a limited pool of resources involves careful planning and effective decision-making across an entire organization.</p>	<p>Wednesday and Thursday, February 26 and 27, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>NEW Virtual Workshop: Introduction to Project Management</p> <p>As the business world grows and resources become more competitive within organizations, you will discover the need to continually learn how to manage an increasing number of projects. In today's market and economic times organizations require people to be project managers with little to no supervision.</p> <p>The skills of a trained project manager are invaluable to people and organizations around the world.</p>	<p>Wednesday and Thursday, March 12 and 13, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>In-Person Workshop: SDLA Module 1: Governance Foundations <i>Part of SDRMA Spring Education Day</i></p> <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, and board's role and responsibilities.</p> <p>Hilton Sacramento Arden West 2200 Harvard Street Sacramento, CA 95815</p> <p>SDLA</p>	<p>Wednesday, March 26, 2025 11:00 a.m. – 3:45 p.m.</p>	<ul style="list-style-type: none"> • Free SDRMA Member* • \$150 CSDA Member* (Price includes lunch) <p><i>*Special reduced pricing at this location on this date only</i></p>	
<p>Virtual Workshop: SDLA Module 2: Charting the Course/Setting Direction</p> <p>This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals, and how to communicate those objectives to your constituents. This session looks at common communication breakdowns and potential areas for improvement in public agency communications.</p> <p>This session will discuss proper and effective communication methods to be aware of as a governing official including identifying audiences, responding to public input, navigating media relations, and engaging in legislative outreach and advocacy.</p> <p>SDLA</p>	<p>Wednesday and Thursday, April 2 and 3, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>In-Person Workshop: Supervisory Skills for the Public Sector <i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>This course for supervisors will discuss and explore the supervisory skills necessary to work with people in the public sector environment. The course will cover what is expected of a supervisor; how to monitor and evaluate employees; and how to coach, mentor, and motivate employees. Through interactive exercises and engaging dialogue, you will learn how to create effective, productive, and successful teams; describe the various roles of a supervisor; understand the Emotional Maturity Continuum and how to apply it in the workplace; list best practices for effective performance management; practice defining performance standards; explain the GROW model of coaching; identify what motivates people; and list strategies for boosting motivation.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p> <p>ESSENTIAL LEADERSHIP SKILLS CERTIFICATE</p>	<p>Tuesday, April 8, 2025 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$275 SDRMA Member • \$325 CSDA Member • \$650 Non-member <p>Lunch included</p>	



WORKSHOPS

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>In-Person Workshop: Human Resources Boot Camp for Special Districts</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Are you prepared to face the important HR trends that are emerging now? CSDA is pleased to present a full day HR Boot Camp that will cover cutting-edge information that HR professionals at special districts need to know. Divided into four segments: hiring, performance evaluation, employee discipline, and legal trends, this day is designed to maximize your time and give you substantive information you can use at your district right away.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p>	<p>Wednesday, April 9, 2025 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$250 SDRMA Member • \$325 CSDA Member • \$650 Non-Member 	
<p>Virtual Workshop: Prevailing Wage: Basics and Beyond</p> <p>This workshop will cover the following topics:</p> <ul style="list-style-type: none"> • Prevailing Wage Basics and Updates: review basic contract clauses that need to be in all prevailing wage contracts (including change orders), the requirement that ALL contractors and subcontractors need to be registered, and the penalties which are imposed on the contractor AND the agency for non-compliance • You've Got Federal Funding, Now What? Federal funding for a project brings with it additional prevailing wage requirements. We'll discuss those additional requirements, everything from mandatory contract provisions, to bidding, to apprentices, through final enforcement • Prevailing Wage Enforcement - the Deep Dive: This workshop section will include confirming the proper California wage rate and understanding when those rates are issued and go into effect; reviewing audit options and the top issues that contractor miss on their certified payrolls; reviewing apprenticeship requirements and documentation; confirming that training contributions are properly made; and confirming whether subsistence and travel or shift pay is required to close your project with confidence 	<p>Wednesday and Thursday, April 16 and 17, 2025 10:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Policy and Procedure Writing</p> <p>This workshop offers practical, relevant, and effective tools to help organizations improve their rules and instructions so employees can actually use them.</p> <p>During this course, participants learn to:</p> <ul style="list-style-type: none"> • Avoid the most common policy-writing mistakes • Distinguish between policies, procedures, and task outlines • Organize, write, and edit "reader-friendly" policies, procedures, and tasks 	<p>Wednesday and Thursday, April 30 and May 1, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>In-Person Workshop: Financial Management for Special Districts</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Money, money, money... it's on everyone's mind and on your job description. Make sure you understand the full scope of financial information affecting special districts today. From budgeting and internal controls to long-term planning and capital improvement plans. Attendees will get the information they need to begin to assess the overall financial health of their district, and the steps needed to make positive changes.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p> 	<p>Thursday, May 1, 2025 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$250 SDRMA Member • \$325 CSDA Member • \$650 Non-member <p>Lunch included</p>	
<p>Virtual Workshop: Organizational Development</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>This workshop will help leaders conduct an overall organizational assessment of their district, provide a primer on strategic planning, and instruct on the best practices for leadership development and team building. We will also explore how to handle inevitable changes in your organization, implement effective performance management strategies, promote employee engagement, and handle conflict resolution, including managing disputes and fostering an environment of effective collaboration.</p> 	<p>Wednesday and Thursday, May 7 and 8, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Overview of Special District Laws</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Day One: Board Governance – Brown Act, Ethics, Elections and Vacancies</p> <p>Day One will include an overview of board governance issues. The presentation will address Brown Act requirements, including agendas, closed sessions, committees, voting, teleconferencing, and recording of open meetings. The presentation also includes an overview of public service ethics laws, including conflicts of interest, Government Code section 1090, and related subjects. The presentation will also provide an overview of district elections and filling elected positions that become vacant. The discussion of these subjects will include analysis of recent legal developments and new laws as well as practical tips based on the speaker's many years of experience advising local agencies.</p> <p>Day Two: Transparency – Public Records, ADA Website Requirements, and Audits</p> <p>Day Two will review compliance issues related to the California Public Records Act ("CPRA"). It will also address California website compliance that integrates the CPRA, Brown Act, and addresses Section 508 ADA Compliance, State Controller Reports, Healthcare District Website, and Open Data. The presentation will also address special district audit requirements.</p> 	<p>Wednesday and Thursday, June 4 and 5, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	



WORKSHOPS

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<p>Virtual Workshop: SDLA Module 3: The Board's Role in Finance and Fiscal Accountability </p> <p>This session will discuss important financial concepts, reports, and policies specific to public agencies including special districts:</p> <ul style="list-style-type: none"> • How to ask the right questions • How to link the finance process to the district mission and goals • Budget process, budget assessment, and communicating budget information to the public • How to develop and analyze capital improvement plans and reserve guidelines 	<p>Wednesday and Thursday, September 17 and 18, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Organizational Development  ESSENTIAL LEADERSHIP SKILLS CERTIFICATE</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>This workshop will help leaders conduct an overall organizational assessment of their district, provide a primer on strategic planning, and instruct on the best practices for leadership development and team building. We will also explore how to handle inevitable changes in your organization, implement effective performance management strategies, promote employee engagement, and handle conflict resolution, including managing disputes and fostering an environment of effective collaboration.</p>	<p>Wednesday and Thursday, October 1 and 2, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Human Resources Boot Camp for Special Districts  ESSENTIAL LEADERSHIP SKILLS CERTIFICATE</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Are you prepared to face the important HR trends that are emerging now? CSDA is pleased to present an HR Boot Camp that will cover cutting-edge information that HR professionals at special districts need to know. Divided into four segments: hiring, performance evaluation, employee discipline, and legal trends, this day is designed to maximize your time and give you substantive information you can use at your district right away.</p>	<p>Wednesday and Thursday, October 15 and 16, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$190 SDRMA Member • \$265 CSDA Member • \$530 Non-Member 	

Gain knowledge.




Be one of the thousands of people CSDA trains every year.

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>In-Person Workshop: Overview of Special District Laws</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Part One: Board Governance – Brown Act, Ethics, Elections - an overview of board governance issues. The presentation will address Brown Act requirements, including agendas, closed sessions, committees, voting, teleconferencing, and recording of open meetings. The presentation also includes an overview of public service ethics laws, including conflicts of interest, Government Code section 1090, and related subjects. The presentation will also provide an overview of district elections and filling elected positions that become vacant. The discussion of these subjects will include analysis of recent legal developments and new laws as well as practical tips based on the speaker's many years of experience advising local agencies.</p> <p>Part Two: Transparency – Public Records, ADA Website Requirements, and Audits- review compliance issues related to the California Public Records Act ("CPRA"). It will also address California website compliance that integrates the CPRA, Brown Act, and addresses Section 508 ADA Compliance, State Controller Reports, Healthcare District Website, and Open Data. The presentation will also address special district audit requirements.</p> <p>California Special Districts Association Training Center 1112 I Street, Suite 250 Sacramento, CA 95814</p> 	<p>Monday, November 3, 2025 9:00 a.m. – 4:00 p.m.</p>	<ul style="list-style-type: none"> • \$325 CSDA Member • \$650 Non-member <p>Lunch included</p>	
<p>Virtual Workshop: Financial Management for Special Districts</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>Money, money, money... it's on everyone's mind and on your job description. Make sure you understand the full scope of financial information affecting special districts today. From budgeting and internal controls to long term planning and capital improvement plans. Attendees will get the information they need to begin to assess the overall financial health of their district and steps needed to make positive changes.</p> 	<p>Wednesday and Thursday, November 5 and 6, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$190 SDRMA Member • \$265 CSDA Member • \$530 Non-member 	
<p>Virtual Workshop: Supervisory Skills for the Public Sector</p> <p><i>Qualifies toward the Essential Leadership Skills Certificate Program</i></p> <p>This course for supervisors will discuss and explore the supervisory skills necessary to work with people in the public sector environment. The course will cover what is expected of a supervisor; how to monitor and evaluate employees; and how to coach, mentor, and motivate employees. Through interactive exercises and engaging dialogue, you will learn how to create effective, productive, and successful teams; describe the various roles of a supervisor; understand the Emotional Maturity Continuum and how to apply it in the workplace; list best practices for effective performance management; practice defining performance standards; explain the GROW model of coaching; identify what motivates people; and list strategies for boosting motivation.</p> 	<p>Wednesday and Thursday, November 12 and 13, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$215 SDRMA Member • \$265 CSDA Member • \$530 Non-member 	



WORKSHOPS

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: SDLA Module 4: Board’s Role in Human Resources</p> <p>This session will teach participants how to determine the Human Resource (HR) health of their district and what areas to focus on as a board and individual governing official including:</p> <ul style="list-style-type: none"> • Identifying the board’s role in human resources • Recognizing HR red flags and positive indicators • Developing and maintaining essential HR policies • Covering confidentiality and legal liabilities • Evaluating the general manager 	<p>SDLA</p> <p>Wednesday and Thursday, December 3 and 4, 2025 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$265 CSDA Member • \$530 Non-member 	



Does your district need help paying for CSDA professional development webinars, workshops, or conferences?

The Special District Leadership Foundation (SDLF) is committed to helping special districts obtain current and relevant continuing education. **To that end, they have funded four scholarship opportunities for special district elected officials and staff.**



SPECIAL DISTRICT LEADERSHIP FOUNDATION

SCHOLARSHIPS

Visit sdlf.org for more information.