



San Mateo County
Mosquito and Vector Control District
 1351 Rollins Rd
 Burlingame CA 94010
 (650) 344-8592 Fax (650) 344-3843
 www.smcmad.org

REGULAR MEETING OF THE BOARD OF TRUSTEES
October 9, 2013

AGENDA

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Leon Nickolas, Board Secretary at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection. The documents are also available on the District's Internet Web site. The website is located at www.smcmad.org.

REGULAR MEETING OF THE BOARD OF TRUSTEES
6:00 P.M.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
 - Secretary of the Board will take roll call.
4. **APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)**
5. **OATHS ADMINISTERED TO TRUSTEES**
6. **PUBLIC COMMENTS AND ANNOUNCEMENTS.**
 - This time is reserved for members of the public 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 and twelve minutes in total. Speaker cards are available for those making a public comment.

7. CONSENT CALENDAR.

A. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

1) Minutes for Regular Board Meeting, September 11, 2013.

ACTION: Motion to approve Consent Calendar items.

8. REGULAR AGENDA

A. Consideration of Policy 4150 and Trustee Nomination of Board Officers for Calendar Years 2014 and 2015.

ACTION: Motion to suspend the current Policy 4150 and replace it temporarily with the general policy statement that the election of officers shall follow the process generally set forth in the current Policy 4150; expect that the vote tally and election shall occur at the January Board Meeting.

ACTION: Motion to approve the Board Officer Election Slate.

9. BOARD COMMITTEE MEETING REPORTS

- A. Environmental and Public Outreach
- B. Finance
- C. Strategic Planning
- D. Policy
- E. Ad-hoc Building Committee

10. FINANCIAL REPORT

A. Review Financial Documents for fiscal year 2013-14; July through August. Finance Director, Rosendo Rodriguez

ACTION: Motion to approve Financial Documents for Fiscal Year 2013-2014; July through August 2013.

11. MANAGER'S REPORT

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

A. California Special District Annual Meeting. Attending Trustee comments.

13. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

14. ADJOURNMENT

ACTION: Motion to adjourn.

CERTIFICATION OF POSTING AGENDA

I, **Leon Nickolas, Board Secretary** for the San Mateo County Mosquito and Vector Control District (SMCMVCD), declare that the foregoing agenda for the Regular Meeting of the SMCMVCD Board of Trustees for October 9, 2013 was posted and available for review on October 4, 2013, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.

Agenda Item # 7.A

CONSENT CALENDAR

SUBJECT: Consent Calendar.

BACKGROUND AND STATUS:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

Item 9.A.1

1. Board Secretary has completed the minutes of the September 11, 2013; Regular Board of Director's meeting.

RECOMMENDATION:

Approval of Consent Calendar.

REFERENCE MATERIALS ATTACHED:

A. Minutes of the September 11, 2013, Regular Board of Directors' Meeting.



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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 SEPTEMBER 11, 2013
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on September 11, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:	Betsy Schneider	James Ridgeway
	Steve Hedlund	Maria Martinucci
	Jason Seifer	Barry Meinerth
	Leon Nickolas	Katie Martin
	Robert Maynard	Peter DeJarnatt
	Robert Riechel	Rick Wykoff
	Samuel Lerner	Donna Rutherford
	Dick Tagg	Christopher Cairo

TRUSTEES ABSENT: Christine Fuller, Valentina Cogoni, Scott Smith, Donelle O'Connor

OTHERS PRESENT: District Manager, Robert Gay
 Finance Director, Rosendo Rodriguez
 Assistant Manager, Brian Weber
 County Counsel, Lee Thompson
 Laboratory Director, Dr. Nayer Zahiri
 Legal Counsel, Barry Weinstein

REGULAR MEETING OF THE BOARD OF TRUSTEES

6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:02PM and stated that it was being recorded.

2. PLEDGE OF ALLEGIANCE

The Regular Meeting of the Board of Trustees was opened with the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 16 Trustees were present with Trustees Cogoni, Fuller and Smith excused absences. Trustee Seifer arrive at 6:06 PM. Trustee Martinucci left at 7:30PM.

4. APPROVAL OF THE AGENDA AS POSTED:

- **Motion by Rutherford, 2nd Riechel, approved by a 15-0 vote of the Board.**

5. OATHS ADMINISTERED TO TRUSTEES:

The oath of office for new trustee Christopher Cairo representing South San Francisco was administered by County Counsel Lee Thompson.

6. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: CLOSED SESSION (6:06PM)

CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES

A. Call to order

B. Conference with legal Counsel-Anticipated Litigation: Initiation of litigation pursuant to paragraph (4), subdivision (b) of Section 54956.9. One case

7. RECONVENE AND REPORT FROM CLOSED SESSION (7:32PM):

There were no reportable actions taken from the closed session.

8. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts and Nawied Amin commented from the public.

9. CONSENT CELENDAR:

Minutes for the regular Board meeting of July 10, 2013.

- **Motion by Ridgeway, 2nd by Tagg to approve the consent calendar of the July 10, 2013, approved by a 15-0 vote of the Board (Trustee Martinucci left before the vote).**

10. REGULAR AGENDA:

- A. Grand Jury Report. President Lerner & Ad Hoc Grand Jury Committee.

- **Motion by Riechel, 2nd Hedlund to approve the District's response to the Grand Jury Report, approve by the Board 14-0-1 (Martin abstained).**

11. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: *Donna Rutherford Chair***- The next meeting TBA next month.
- B. **Finance Committee: *Donelle O'Connor Chair*** – In Chair O'Conner's absence, Manager Gay reported that the Committee needs to meet with CALPERS.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- Met last month to go through the lab report.
- D. **Policy Committee: *Robert Riechel Chair***: Presented policies 6010 through 6050 to be approved by the Board:
 - **Policy # 6010: Motion by Riechel, 2nd Rutherford to approve policy as is, approved by the Board 15-0.**
 - **Policy # 6020: Motion by Lerner, 2nd Rutherford to send this policy back to the Policy Committee for further review, approved by the Board 15-0.**
 - **Policy # 6030: Motion by Seifer, 2nd Meinerth to refer this policy to the Finance Committee for further review, approved by the Board 15-0.**
 - **Policy # 6040: Motion by Riechel, 2nd Rutherford to accept as is, approved by the Board 15-0.**
 - **Policy # 6050: Motion by Riechel, 2nd Hedlund, to accept as is, approved by the Board 15-0.**
- E. **Ad-hoc Building Committee: *Chair, Dick Tagg***- No report

12. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2012-2013; July through June. The budget was at 90.3% of year end projections. The District had \$6.224M in cash in the General Fund and \$239K in the Capital Fund. Details of the financial report were included in the Board's packet.
 - **Action to approve the Financial Documents for fiscal year 2012-2013, July 2012 through June 2013 by Riechel, 2nd DeJarnatt, unanimously approved by the Board 15-0.**
- B. Review Financial Documents for Fiscal Year 2013-2014; month of July, Finance Director Rosendo Rodriguez. The District spent 8% of target budget year, \$5.7M in cash for General and Capital

Funds. There was also a listing of budget goals for the fiscal year. Details of the financial report were included in the Board's packet.

- **Motion by Nickolas, 2nd Maynard to approve Financial Documents for Fiscal Year 2013-2014; July 2013, approved by the Board 15-0.**

13. MANAGER'S REPORT

A. Manager Gay indicated that a complete report of the activities is contained in the Board's packet including the following items:

- Legislative update: No report.
- Mosquito and Vector Control Association of California (MVCAC): Quarterly meeting October 23-25, in Seaside, classes for interested Trustees are available.
- Vector Control Joint Powers Agency (VCJPA): no report
- American Mosquito Control Association, (AMCA). Next annual meeting in Seattle in 2014 for three trustees to attend.
- California Special District Association (CSDA): Four trustees are planning to attend the Monterey meeting in September 16-19.
- District Program Updates: Among the items covered were: West Nile Virus update, adult CO2 trapping, ovitrap surveillance for Aedes Aegypti, neighborhood and cemetery inspections in Menlo Park by staff, fogging by this Friday (9/13), and the unusually large amount of calls this year for yellowjacket extermination.

14. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- **Trustee Wykoff:** Asked that the Board look into developing a policy concerning hiring outside legal counsel and have it agendaized.
- **Trustees Meinerth and Nickolas:** Thanked Manager Gay for speaking at the last Millbrae & Burlingame City Council meetings with positive feedback from both councils and urged other trustees to have him talk at their council sessions.
- **Trustee Riechel:** Thanked the staff, Tina & Richard in particular, for the time they spent on public outreach at the San Bruno Chamber's Farmer's Market.
- **Trustee Schneider:** Asked to agendaize revisiting the format of the trustee packet sent out each month and to discuss the large cash balance in the District's account and what to do with it.
- **Trustee Cairo:** Thought it would be a good idea to look an expense authorizing policy limiting the yearly amount to be used in hiring outside legal counsel.
- **Trustee Ridgeway:** Asked if there were further thought of having trustees using ipads instead receiving of the voluminous amount of paperwork that is distributed each week to trustees.

15. NEXT REGULARLY SCHEDULED BOARD MEETING:

- **Motion by Maynard, 2nd Meinerth to approve the next Board meeting for October 9, 2013, unanimously approved by the Board 15-0 vote.**

16. ADJOURNMENT:

- **Meeting was adjourned at 9:17PM.**

There being no further business, the meeting was adjourned at **9:17PM**

I certify the above minutes were approved as read or corrected at a meeting of the Board held on September 11, 2013.

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

Approved:

District Manager

Board President

Agenda Item # 8.A

REGULAR AGENDA

SUBJECT: Policy 4150 and Trustee Nomination of Board Officers for Calendar Years 2014 and 2015.

BACKGROUND AND STATUS:

The current Board Officer terms expire in January 2014. The District Policy 4150, Board Officer's Nomination and Election Process, outlines the procedures for selecting and approving the new Board Officers who will serve for the next two years.

The Board Secretary will direct and record the nomination and election process. If the Board Secretary is unable to attend the meeting the Assistant Secretary will preside over the nomination and election process.

Trustee nominations for Board Officers occur during the October Board meeting. The Board Officer Election Slate will be included in the October Board Meeting minutes. Trustees nominated for a Board Officer position will be provided a few minutes to address the trustees on their desire to perform those duties and responsibilities.

The current Policy 4150 has the Board Officer Elections occurring at the November Board Meeting, with the Election results being finalized and included in the November Board Minutes. This portion of the policy is not in compliance with Health & Safety Code Section 2027(a) that requires that trustees elect officers at the January meeting. Accordingly, it is recommended that current Policy 4150 be suspended as written and replaced temporarily with the general policy statement that the election of officers shall follow the general process set forth in the current Policy 4150, expect that the vote tally and election shall occur at the January Board Meeting.

The practical effect of adopting this recommendation is that the nomination process may proceed as currently provided in Policy 4150, without impacting the timetable for the newly elected officers being able to take office, and at the same time providing trustees with more time to consider the candidates. Further, adopting this recommendation provides an opportunity for a review and vetting of specific policy language revisions without impacting the timing of the current election.

For this October Board meeting, the applicable nomination procedures may be found at Policy provisions 4150.411 through 4150.414.

RECOMMENDATION:

Motion to suspend the current Policy 4150 and replace it temporarily with the general policy statement that the election of officers shall follow the process generally set forth in the current Policy 4150, expect that the vote tally and election shall occur at the January Board Meeting.

Motion to approve the Board Officer Election Slate.

REFERENCE MATERIALS ATTACHED:

- A. Policy 4150. Board Officer's Nomination and Election Process
 - B. Appendix 4150-1. Board Officer Election Slate.
 - C. Policy 4040. Board President
 - D. Policy 4050. Board Vice President
 - E. Policy 4060. Board Secretary
 - F. Policy 4070. Board Assistant Secretary
-



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POLICIES AND PROCEDURES

TITLE: Board Officer's Nomination and Election Process

NUMBER: 4150

4150.10 **Background**

4150.11 The Officers of the District Board of Trustees is comprised of the President, Vice President, Secretary, and Assistant Secretary. All officers are elected by the membership at large. A Trustee must serve at least one year in order to be eligible to hold office. The term of office is for two consecutive years. After serving a majority of the two year term of office, a trustee is eligible to run for election to the same office only after one year has passed.

4150.20 **Overview**

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

4150.22 The Board Secretary will include the election notice and election ballots in the Pre-packet for the November Board Meeting.

4150.23 The election ballots will be tallied and the results announced at the November Board meeting.

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

4150.30 **Criteria**

4150.31 Participating on the Board of Trustees as a Board officer requires a substantial amount of time and financial commitment. Officers Duty Policies #4040-4070 and the Nominations and Election Policy #4150 will be included in the October pre-packet that is sent to all Trustees.

4150.40 **Process**

4150.41 Nominations for the Board officers commence at the October Board meeting as directed:

4150.411 Nominations will be accepted from the floor (orally) or in writing to the Board Secretary prior to the October meeting.

4150.412 Trustees who are present must immediately accept or decline if nominated. Nominated Trustees who are absent must accept or decline in writing to the Board Secretary prior to the mailing of the November pre-packets (fifteen days after the October Board meeting). Failure to respond on time will be counted as if the Trustee declined the nomination.

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

4150.414 The Board Secretary will announce a Board Officer Election Slate (Appendix # 4150-1) which will be confirmed at the October meeting by a majority vote of the Board votes cast and included in the record. Requests by nominees to have their names removed from the ballot must be in writing and received by the Board Secretary prior to the mailing of the November pre-packets (fifteen days after the October Board meeting).

4150.42 Election of the Board Officers commences at the November meeting as directed:

4150.421 The Board Secretary will provide a Board Officer Election ballot (Appendix #4150-2) for inclusion in the pre-packet for the November board meeting.

4150.422 The Board Officer Election Ballot will have each Trustee listed only once and for only one position. The Board Officer Election Ballot will include all nominations for trustees agreeing to stand for election.

4150.423 The trustees are requested to complete their Board Officer Election Ballot prior to or during the November Board meeting. Trustee must be present in order to cast their vote.

4150.424 No Board Officer Election Ballots will be accepted after the November Board meeting.

4150.425 A candidate must receive a majority of the votes cast in order to be elected.

4150.426 If no candidate receives a majority of the votes cast, then a runoff election will be held between the two candidates with the highest number of votes.

4150.427 In the event of a three way or more tie for the highest number of votes in the election, a drawing of straws will be used in order to eliminate all but two of the candidates. The remaining two candidates will participate in a runoff election.

4150.428 In the event of a tie in a runoff election, a coin flip will determine the winner.

4150.429 The election ballot votes will be tallied at the November Board meeting by an ad hoc committee appointed and supervised by the Board Secretary.

4150.430 The election tally sheet and ballots will be included in the Board meeting record.

4150.431 The Board Secretary will announce the elected Board Officers at the November Board meeting.

4150.432 The elected Board officers will be confirmed at the November Board meeting by a majority of the Trustee votes cast.

4150.435 If any office becomes vacant during the two year term, both nominations and a special election to fill the remaining term will be held at the next appropriate Board of Trustees meeting. Time must be allowed to include the nominations and election announcement and documents in the pre-packet for the Board meeting agenda. Otherwise the same nominations and election process (Policy #4150) will be applied to the special election. Any qualified Trustee or qualified current Officer may be nominated to run for election. The election of a current Officer to the vacant position will create another vacancy and require an additional nomination and election to be held at the same meeting.

Issued: September 9, 2009
Revised: September 14, 2011



San Mateo County

Mosquito and Vector Control District

1351 Rollins Rd

Burlingame CA 94010

BOARD OFFICER ELECTION SLATE - (Appendix 4150-1)

PRESIDENT

VICE PRESIDENT

SECRETARY

ASSISTANT SECRETARY

DIRECTIONS: The Board Secretary will accept nominations by mail prior to the October Board Meeting. Nominations will be accepted from the floor at the October Meeting. Nominees who are absent must accept or decline in writing to the Board Secretary within fifteen days after the October Board meeting. Nominees who are present must immediately accept or decline. The Board Secretary will then close the nominations when completed and allow each candidate to make a brief acceptance statement. The Board Secretary will then announce the Board Officer Election Slate which will be confirmed by a majority of the Board votes cast. The Board Officer Election Slate will be included in the minutes of the October meeting of the Board of Trustees.



San Mateo County
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POLICIES AND PROCEDURES

TITLE: Board President

NUMBER: 4040

4040.10 The President of the Board of Trustees shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

4040.20 The President shall appoint and publicly announce the chairs and members of the standing committees for the ensuing year at the January Board of Trustees meeting following the election of officers. The President shall participate, as necessary, at committee meetings as an ex officio voting member.

4040.30 The President has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

4040.40 The President must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4040.50 The President and the District Manager shall prepare an agenda for each regular and special meeting of the Board of Trustees.

4040.60 The President shall serve as the Chairperson and participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes all Board Officers.

4050.70 The term of office for the President is two consecutive years. The President may stand for re-election.

4040.80 The President shall represent the District at the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), Local Agency Formation Commission (LAFCO), and any other local meetings whenever possible, or appoint another Board Officer or representative to attend and represent the District.

Issued: November 13, 2002

Revised: April 10, 2013



San Mateo County
Mosquito and Vector Control District
1351 Rollins Rd
Burlingame CA 94010

POLICIES AND PROCEDURES

TITLE: Board Vice President

NUMBER: 4050

4050.10 In the absence of the President, the Vice President of the Board of Trustees shall serve as chairperson over all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

4050.20 The Vice President has authorization to sign checks approved by the Board for expenses incurred by the District as authorized by District Policy 6040, Signing of District Warrants.

4050.30 The Vice President must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4050.40 The Vice President shall participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

4050.50 The term of office for the Vice President is two consecutive years. The Vice President may stand for re-election.

4050.60 In the absence of the President, the Vice President shall represent the District whenever possible at the annual conferences for the American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), and any other local meetings as directed.

Issued: November 13, 2002

Revised: April 10, 2013



San Mateo County
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POLICIES AND PROCEDURES

TITLE: Board Secretary

NUMBER: 4060

4060.10 In the absence of the President and the Vice President, the Secretary of the Board of Trustees shall serve as chairperson over all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

4060.20 The Secretary has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

4060.30 The Secretary must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4060.40 The Secretary will as appropriate be responsible for personally performing or overseeing the District staff in the administration of the following duties.

4060.401 Supervising the Board of Trustees Officers nominations and election process as outlined in District Policy # 4150.

4060.402 Overseeing all Board of Trustees meeting administrative requirements including but not limited to the preparation of the Board's pre-packet, public noticing of changes to the public meetings date and time, verifying that copies of documents are available at meetings, mailing of Board documents to Trustees or members of the public, and verifying all approved documents are posted on the District's web site.

4060.403 Personally recording the Board of Trustees meetings minutes. The Board of Trustees has approved \$100 for compensation to the Board Secretary for completing board meeting administration.

4060.404 Instructing the Assistant Secretary to share in the aforementioned duties as necessary.

4060.50 The Secretary shall participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

4060.60 The term of office for the Secretary is two consecutive years. The Secretary may stand for re-election.

4060.70 In the absence of the President and the Vice President the Secretary shall represent the District whenever possible as the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), and any other local meetings as directed.

Issued: November 13, 2002

Revised: April 10, 2013



San Mateo County
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POLICIES AND PROCEDURES

TITLE: Board Assistant Secretary

NUMBER: 4070

4070.10 In the absence of the President, Vice President and the Secretary, the Assistant Secretary of the Board of Trustees shall serve as chairperson over all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting; introducing motions, resolutions and ordinances, and any discussion of questions that follow these actions.

4070.20 The Assistant Secretary has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

4070.30 The Assistant Secretary must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4070.40 In the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary as listed in Policy # 4060.40.

4070.41 The Board of Trustees has approved \$100 for compensation to the Assistant Board Secretary for completing board meeting administration if the Board Secretary is unable to complete the duties for a given month.

4070.50 The Assistant Secretary shall share in the duties of the Secretary as directed by the Secretary.

4070.60 The Assistant Secretary will serve as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

4070.70 The term of office for the Assistant Secretary is two consecutive years. The Assistant Secretary may stand for re-election.

4070.80 In the absence of the President, Vice President, and the Secretary the Assistant Secretary shall represent the District whenever possible at the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association (MVCAC), and any other local meetings as directed.

Issued: November 13, 2002
Revised: April 10, 2013

Agenda Item # 9.A

BOARD COMMITTEE REPORTS

SUBJECT: Environmental/Public Outreach Committee.

BACKGROUND AND STATUS:

Chair Donna Rutherford. Members include Trustees Dr. Scott Smith, Dr. Jim Ridgeway, Maria Martinucci, Peter DeJarnatt, Kati Martin and Valentina Cogoni. President Lerner participated in the October 9th meeting as an ex-officio member.

The Environmental/Public Outreach Committee met on October 9th at 5:00 p.m. just prior to the regular Board Meeting.

Discussion centered on the District website.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

A. None at this time.

Agenda Items # 9.B

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee.

BACKGROUND AND STATUS:

Interim Chair Rick Wykoff. Members include Trustees Leon Nickolas, Donelle O'Connor, Robert Maynard, Robert Riechel, Barry Meinert and Jason Seifer. President Lerner has attended all of the Finance Committee meetings as an ex-officio member.

The Finance Committee will discuss the following tasks during an upcoming meeting.

1. Auditor Contract for FY 13-14. The District's contract with R. J. Ricciardi concludes with the completion of our audit for FY 12-13 and the internal control audit for July – December 2012.
2. Engineers Report/Benefit Assessment contract with SCI Consulting Group concludes with the completion of the Engineers Report and special assessment levies for FY 2013-14.
3. District Policies 6020 and 6030. Were sent to the Finance Committee from the Board at their September Meeting.
4. CalPERS Health Benefits agreement needs negotiating with the employees on the Retired Health Care Benefit. Once completed the program will be implemented.
5. Review District's current reserve structure and revise the policy to reflect how the District's reserves should be funded and used (including reserves for Public Health Emergency, Emergency Reconstruction/Earthquake, OPEB, etc.)
6. Establish a LAIF (Local Agency Investment Funds) account for Public Health Emergency Reserves.
7. Review available earthquake insurance programs for California public agencies. FEMA may have earthquake insurance programs.
8. Fund the VCJPA Property Contingency Fund to cover the earthquake deductible.
9. Once the District has implemented the CalPERS Health Benefit program then the Board will need to conduct an updated actuarial OPEB analysis and establish the required trust fund.

10. Committee will consider meeting with Mitch Barker, Public Agency Retirement Services (PARS) or other OPEB Investment agencies. PARS have an OPEB Trust.
 11. Review the five remaining financial policies drafted by the Policy Committee before they go to the Board for approval.
 12. Start the process for pulling the District funds out of the County, establishing a District Treasurer (CPA), and selecting a bank for the District.
-

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

- A. None at this time.
-

Agenda Item # 9.C

BOARD COMMITTEE REPORTS

SUBJECT: Strategic Planning Committee.

BACKGROUND AND STATUS:

Chair Dr. James Ridgeway. Members include Trustees', Christine Fuller, Dick Tagg, and Betsey Schneider. President Lerner also attends the meetings as an ex-officio member.

The Strategic Planning Committee held their last meeting on August 19, 2013. The agenda centered around discussions with the Laboratory Director, Dr. Nayer Zahiri on the laboratory and entomological sections of the Strategic Plan. Dr. Zahiri provided informative clarifications of the current programs and future opportunities the District Entomology staff wants to explore with mosquito, vector, and disease surveillance programs.

The next committee meeting will be scheduled for November. The agenda will review the audited financials from FY 12-13 and the updating of the financials within the strategic plan.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

A. None at this time.

Agenda Item # 9.D

BOARD COMMITTEE REPORTS

SUBJECT: Policy Committee.

BACKGROUND AND STATUS:

Chair Robert Riechel. Members include Trustees, Christine Fuller, Robert Maynard, Kati Martin, Rick Wykoff, and Donna Rutherford. President Lerner also attends the meetings as an ex-officio member.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

A. None at this time.

Agenda Item # 9.E

BOARD COMMITTEE REPORTS

SUBJECT: Ad-hoc Building Committee.

BACKGROUND AND STATUS:

Chair Dick Tagg. Members include Trustees', James Ridgeway and Steve Hedlund. President Lerner attended the meetings as an ex-officio member.

The seismic retrofitting of the parking garage is completed.

The Committee is working on negotiating the three change orders with the contractor.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

A. None at this time.

Agenda Item # 10.A

FINANCIAL REPORT

SUBJECT: Fiscal Year 2013-14 Financial Documents

BACKGROUND AND STATUS:

Expenditures: The first quarter of the fiscal year, is the time of the year when District activities are in full swing. During the summer months (June to October), the District's expenditures tend to run high. However, the District's expenditures will show a decrease during the winter months. For the month of August, there are several accounts that are above the target rate of 17% of the fiscal year budget due to District seasonal activity. Those accounts include the following:

1. Part-time Salaries
2. Social Security (which is tied to part-time salaries)
3. Pesticides
4. Clothing
5. Gasoline
6. Electric / Gas
7. Water / Sewer Disposal
8. Telephone

Other accounts that are above the target of 17% are due to one-time budgeted purchases as follows:

General Fund:

1. Medical / Laboratory (PCR System supplies purchases)
2. Tools & Equipment (PCR supplies & PC equipment)
3. Memberships & Insurance

Capital Fund:

1. Miscellaneous Repair (Garage Earthquake Retrofit)
2. Equipment (Lab Equipment Purchase including PCR System)

Footnotes have been provided in the accompanying F-1 GF and F-1 CPF schedules that provide explanations for variances above the target of 17% for individual accounts.

Revenues: Revenues for the District are low in the first half of the fiscal year until we receive the first portion of Property Tax revenues from the County in December. In August-13, the District received consolidated revenues of \$57K related to the Lehman recovery and \$359 for Service Abatement Agreements. Revenues are low in August for Service Abatement Agreements as the District is working through a few billing issues related to helicopter treatments. Retroactive billings will be made in September for those aerial treatments.

Balance Sheet / Cash Balances: As of August-13, the District had \$5,261,537 in cash for both General and Capital Funds. The District will be using cash in the main operating account for the first six months until an influx of cash is transferred from the County for Property Tax revenues in December. The main operating cash accounts in both funds are fully reconciled to the county statements, as shown on schedules F-5 and F-6. Other bank accounts are also fully reconciled to bank statements.

Audit Update: R.J. Ricciardi has confirmed that they will begin working on the previously approved Internal Control Review (Agreed Upon Procedures Review). Our auditor has submitted a request for documents that the District's Finance department will be providing in the near future.

RECOMMENDATION:

Approve Financial Documents for Fiscal Year 2013-14. August 2013

REFERENCE MATERIALS ATTACHED:

A. Financial Documents for Fiscal Year 2013-14



San Mateo County Mosquito and Vector Control District

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

Financial Reporting for October 2013 Board Meeting Financials for the month ended August 31, 2013

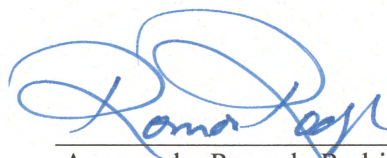
The following reports are provided to the District's Board of Trustees on a monthly basis. The goal of the District is to provide full transparency of financial activities on a regular basis.

- **Consolidated Funds (General and Capital Funds) Financial Statements** – Consolidated Profit & Loss (with budget) and Consolidated Balance Sheet.
- **F-1 GF and F-1 CPF Actual vs Budget Financial Analysis** – Provides actual month-end and year-to-date expenditures to be compared with the approved 2013/2014 fiscal year budget
- **F-2 GF and F-2 CPF Profit & Loss** – Provides the Profit & Loss report for each fund
- **F-3 GF and F-3 CPF Balance Sheet** – Provides the Balance Sheet report for each fund
- **F-4 GF A/R Aging** – Accounts Receivable Aging Summary for Service Abatement Billings
- **F-5 General Fund Cash Activity & Reconciliation to County** – Contains a summary of General Fund cash activities for the current fiscal month that ties to the ending cash balance in our accounting system and to the county statement
- **F-6 Capital Fund Cash Activity & Reconciliation to County** – Contains a summary of Capital Fund cash activities for the current fiscal month that ties to the ending cash balance in our accounting system and to the county statement
- **F-7 General Fund ADP Payroll Disbursement** – ADP Payroll Disbursements for the fiscal month
- **F-8 General Fund Check Detail** – Detailed check listing for all checks that were processed from the General Fund during the fiscal month; includes voided checks
- **F-9 Capital Projects Fund Check Detail** – Detailed check listing for all checks that were processed from the Capital Projects Fund during the fiscal month; includes voided checks
- **F-10 General Fund Credit Card Reporting and Statement** – Detail report of US Bank Credit Card transactions for the fiscal month. A copy of the monthly credit card statement is also provided with the report.

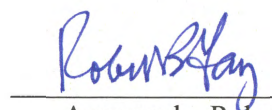
As our reporting process continues to evolve, we are open to suggestions from the Board on other types of reporting that may prove beneficial in future reporting packages.

Should anyone have any questions regarding the attached documents for **August 2013**, please contact me before the board meeting so that I can address any inquiries beforehand. Please contact me at the District at (650) 344-8592 Ext 11 or via email at rrodriguez@smcmad.org.

Rosendo Rodriguez
Finance Director



Approved – Rosendo Rodriguez
October 2, 2013



Approved – Robert Gay
October 2, 2013

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Profit & Loss - Consolidated Funds (General & Capital Funds)
for the month ended August 31, 2013

REVENUES	MTD August-13	YTD FY13/14	Budgeted FY13/14	YTD Aug %	17%
				Balance Remaining	% of FY13/14 Budget
1021 Prop. taxes, current, secured	0	0	1,521,718	1,521,718	0.0%
1024 PY Secured Rede	0	0	5,000	5,000	0.0%
1031 Prop. taxes, current unsecured	0	0	86,000	86,000	0.0%
1033 Prop. taxes, prior, unsecured	0	0	1,000	1,000	0.0%
1041 Prop taxes CY secured SB 813	0	0	26,000	26,000	0.0%
1042 Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043 PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045 Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1046 1046 · ERAF Rebate	0	0	215,000	215,000	0.0%
1521-11 VCJPA-Interest Income	0	0	1,500	1,500	0.0%
1521 Interest Earned	0	8,809	40,500	31,691	21.8%
1831 Homeowner Prop	0	0	5,500	5,500	0.0%
2031 Benefit Assessment	0	0	1,438,911	1,438,911	0.0%
2439 Mosquito Control Tax	0	0	464,181	464,181	0.0%
2451 Service Abatement Income	359	58,436	255,000	196,564	22.9%
2647 Misc Refunds/RDA/RPTTF	0	5,316	40,000	34,684	13.3%
2658-11 VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658 Other	56,822	56,822	48,000	(8,822)	118.4%
Total Revenue	57,180	129,383	4,160,680	4,031,297	3.1%
EXPENDITURES					
Salary & Benefits					
4111 Regular Full Time	165,741	226,321	1,515,000	1,288,679	14.9%
4161 Regular Part Time	29,573	41,352	129,000	87,648	32.1%
4311 Social Security	1,908	2,756	10,000	7,244	27.6%
4321 Retirement	36,331	71,565	478,000	406,435	15.0%
4412 Health Insurance	22,667	51,760	369,000	317,240	14.0%
4414 Great-West Deferred Comp	500	1,500	13,000	11,500	11.5%
4415 Medicare Insurance	2,943	3,928	24,000	20,072	16.4%
4422 Dental Insurance	2,983	6,339	38,000	31,661	16.7%
4431 Vision Insurance Plan (VSP)	443	871	5,300	4,429	16.4%
4440 Employee Commute Benefit	374	786	5,500	4,714	14.3%
4442 Long Term Disability	819	1,637	11,300	9,663	14.5%
4451 Unemployment Insurance	1,805	2,553	18,000	15,447	14.2%
4621 AFLAC Insurance	665	1,109	6,500	5,391	17.1%
Subtotal	266,752	412,477	2,622,600	2,210,123	15.7%
Services & Supplies					
5111 Pesticides	12,162	61,286	250,000	188,714	24.5%
5121 Clothing	1,718	5,037	23,700	18,663	21.3%
5156 Household	261	304	4,200	3,896	7.2%
5171 Medical/Laboratory	4,278	9,421	18,800	9,379	50.1%
5188 Other Misc (Union Bank Fee)	38	75	1,800	1,725	4.1%
5199 Office	1,266	1,927	20,100	18,173	9.6%
5233 Tools/Equipment	4,299	7,021	19,350	12,329	36.3%
5331 Memberships	0	8,000	18,845	10,845	42.5%
5416 Gasoline/Oil	8,027	15,010	67,000	51,990	22.4%
5428 Miscellaneous Repair	8,704	148,237	295,000	146,763	50.2%
5472 General Maintenance	204	580	9,300	8,720	6.2%
5631 Electric/Gas	2,063	4,134	20,900	16,766	19.8%
5635 Water/Sewer Disposal	1,559	1,764	9,700	7,936	18.2%
5721 Meetings/Conferences	1,939	7,432	91,800	84,368	8.1%
5856 Services/Consultation	2,993	34,795	238,600	203,805	14.6%
5966 District Special Expenses	3,794	4,688	123,750	119,062	3.8%
6712 Telephone	1,969	3,981	22,500	18,519	17.7%
6725 Liability Insurance	0	49,236	53,000	3,764	92.9%
6731 Other Insurance	0	101,185	102,100	915	99.1%
Subtotal	55,275	464,113	1,390,445	926,332	33.4%
Fixed Assets					
7211 Structures/Improvements	0	0	0	0	0.0%
7311 Equipment	24,000	111,032	144,300	33,268	76.9%
Subtotal	24,000	111,032	144,300	33,268	
Total Expenditures	346,027	987,622	4,157,345	3,169,723	23.8%
NET INCOME					
Net Income	(288,846)	(858,239)	3,335		

San Mateo County Mosquito & Vector Control Balance Sheet - Consolidated Funds (General and Capital Funds)

As of August 31, 2013

	<u>Aug 31, 2013</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	4,897,892
1010A01 · Cash-VCJPA Property Contingency	36,717
1010A02 · Cash-VCJPA Member Contingency	326,728
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>5,261,537</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	58,607
Total Accounts Receivable	<u>58,607</u>
Total Current Assets	<u>5,320,144</u>
TOTAL ASSETS	<u><u>5,320,144</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	71,044
Total Accounts Payable	<u>71,044</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>71,044</u>
Total Liabilities	71,044
Equity	
3021 · 3021 · Prior Period Adjustment	6,996
32000 · Retained Earnings	6,100,343
Net Income	(858,239)
Total Equity	<u>5,249,100</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,320,144</u></u>

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended August 31, 2013

F-1 GF

REVENUES		MTD August-13	YTD FY13/14	Budgeted FY13/14	YTD Aug %	17%	Footnote:
					Balance Remaining	% of FY13/14 Budget	
1021	Prop taxes, current, secured	0	0	1,521,718	1,521,718	0.0%	Total YTD Property Tax Revenue: \$0 vs Budget of \$1,647,588
1024	FY Secured Rede	0	0	5,000	5,000	0.0%	
1031	Prop taxes, current unsecured	0	0	86,000	86,000	0.0%	
1033	Prop taxes, prior, unsecured	0	0	1,000	1,000	0.0%	
1041	Prop taxes CY secured SB 813	0	0	28,600	28,600	0.0%	
1042	Prop taxes CY unsecured SB 813	0	0	650	650	0.0%	
1043	FY SB 813 REDEM	0	0	1,400	1,400	0.0%	
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%	
1031	Homeowner Prop	0	0	5,500	5,500	0.0%	
1046	1046 - ERAF Rebate	0	0	215,000	215,000	0.0%	
1521-11	VCJPA-Interest Income	0	0	1,500	1,500	0.0%	2.4% of YTD budget
1521	Interest Earned	0	8,430	37,900	29,470	22.2%	
2031	Benefit Assessment	0	0	1,438,911	1,438,911	0.0%	
2439	Mosquito Control Tax	0	0	464,181	464,181	0.0%	
2451	Service Abatement Income	359	58,436	255,000	196,564	22.9%	
2647	Misc Refunds/RDA/RPTTF	0	5,316	40,000	34,684	13.3%	
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%	
2658	Other	27,655	27,655	40,000	18,345	60.1%	
Revenue Total:		28,014	99,838	4,156,080	4,056,242		
EXPENDITURES							
Salary & Benefits							
4111	Regular Full Time	165,741	226,321	1,515,000	1,288,679	14.9%	A
4161	Regular Part Time	29,573	41,352	129,000	87,648	32.1%	
4311	Social Security	1,908	2,756	10,000	7,244	27.6%	
4321	Retirement	36,331	71,565	478,000	406,435	15.0%	
4412	Health Insurance	22,667	51,760	369,000	317,240	14.0%	
4414	Great-West Deferred Comp	500	1,500	13,000	11,500	11.5%	
4415	Medicare Insurance	2,943	3,928	24,000	20,072	16.4%	
4422	Dental Insurance	2,983	6,339	38,000	31,661	16.7%	
4431	Vision Insurance Plan (VSP)	443	871	5,300	4,429	16.4%	
4440	Employee Commute Benefit	374	786	5,500	4,714	14.3%	
4442	Long Term Disability	819	1,637	11,300	9,663	14.5%	
4451	Unemployment Insurance	1,805	2,553	18,000	15,447	14.2%	
4621	AFLAC Insurance	665	1,109	6,500	5,391	17.1%	
Subtotal		266,752	412,477	2,622,600	2,210,123	15.7%	
Services & Supplies							
5111	Pesticides	12,162	61,286	250,000	188,714	24.5%	B
5121	Clothing	1,718	5,037	23,700	18,663	21.3%	A
5156	Household	261	304	4,200	3,896	7.2%	C
5171	Medical/Laboratory	4,278	9,421	18,800	9,379	50.1%	
5199	Office	1,266	1,927	20,100	18,173	9.6%	
5233	Tools/Equipment	3,653	6,375	16,100	9,725	39.6%	
5331	Memberships	0	8,000	18,845	10,845	42.5%	
5416	Gasoline/Oil	8,027	15,010	67,000	51,990	22.4%	
5428	Miscellaneous Repair	2,223	3,952	50,000	46,048	7.9%	
5472	General Maintenance	204	580	9,300	8,720	5.2%	
5631	Electric/Gas	2,063	4,134	20,900	16,766	19.8%	
5635	Water/Sewer Disposal	1,559	1,764	9,700	7,936	18.2%	
5721	Meetings/Conferences	1,939	7,432	91,800	84,368	8.1%	G
5856	Services/Consultation	2,993	34,795	238,600	203,805	14.6%	
5966	District Special Expenses	3,794	4,688	121,500	116,812	3.9%	
6712	Telephone	1,969	3,981	22,500	18,519	17.7%	
6725	Liability Insurance	0	49,236	53,000	3,764	92.9%	F
6731	Other Insurance	0	101,185	102,100	915	99.1%	F
Subtotal		48,109	319,109	1,138,145	819,036	28.0%	
Fixed Assets							
7311	Equipment	0	0	0	0	0.0%	
Subtotal		0	0	0	0		
Expenditures Total:		314,861	731,586	3,760,745	3,029,159	19.5%	% of YTD budget spent
NET INCOME							
Net Income		(286,847)	(631,748)	395,335			

Contingencies Reserves							
8611	Approp. Contingencies	0	0	376,075	376,075		
8612	General Reserves	0	0	2,256,447	2,256,447		

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended August 31, 2013

F-1 GF

FOOTNOTES:

A: Regular Part-time salary, Social Security, Clothing, Gasoline/Oil, Electric/Gas, Water/Sewer and Telephone expenditures are high due to seasonal activity at the District. This will last until late October-13 upon which expenditures will decrease through the winter months.

B: **5111 Pesticides Expenditures** include the following:

Vendor	Description	Invoice	Invoice Date	Expenditure
Adapco	VMX Vectomax FG (35-40LB BG)	94118	07/18/2013	12,208
Univar USA Inc	Spheratax (63 bags)	SJ565088	07/22/2013	13,597
BVA Inc.	BVA Larvaecide #2 (3,203 gal)	45548	07/22/2013	23,319
Univar USA Inc	Altosid XR-G 40lb bag (15 bags)	SJ568683	08/07/2013	5,265
Clarke Mosquito Control	Natular T30 Tablet (5cs)	5057855	08/09/2013	3,028
Clarke Mosquito Control	Natular XRT Tablet (4cs)	5058103	08/23/2013	3,869
Total				61,286

C: **Medical / Laboratory** YTD \$9,421 expenditures mostly attributed to PCR system startup supplies.

D: **Tools / Equipment** YTD \$6,375 expenditures mostly attributed \$2,500 PCR System supplies, \$400 software and \$1,800 Misc pc equipment

E: **Memberships** paid in FY13/14 include: MVCAC annual dues of \$8,000.

F: **Liability Insurance and Worker's Compensation** paid in full at the beginning of the year. Thus % is at the max for the year

G: **5856 Services Expenditures** include the following:

Account/Description	Expenditure	Budget	Difference	Comment
5856A1AD · Annual District Audit	1,620	15,000	13,380	See below for details
5856B1AD · ZOA Consulting	0	8,000	8,000	
5856B2AD · Computer Tech Support (Quickbooks)	0	500	500	
5856C1AD · SCI Consultants	10,676	22,000	11,324	Benefit Assessment Engineer Fees
5856C2AD · Engineering Data Services	0	2,300	2,300	
5856D1AD · Legal Services	5,900	50,000	44,101	See below for details
5856E1OP · Helicopter Service	10,285	30,000	19,715	Helicopter treatment program
5856F1LB · Certification of Equipment (Spring)	0	400	400	
5856G1AD · Postage & Copiers Equip Rental	-5,877	10,000	15,877	10,323.57 Canon copier lease buyout check
5856G2AD · Security & Fire Alarm Maintenanc	772	5,000	4,228	
5856G3AD · Elevator Maintenance Qtrly	0	5,600	5,600	
5856G4AD · Pond/Landscape Service	1,550	12,000	10,450	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	1,320	18,500	17,180	
5856G7AD · HVAC Maint/Back Flow Test	764	3,000	2,236	
5856G8AD · Electric Gate Maint	0	1,000	1,000	
5856G9AD · Lighting Fixtures	0	500	500	
5856G10AD · Hotsy Machine	0	1,000	1,000	
5856G11AD · ArcView	0	1,700	1,700	
5856H1AD · City of Burlingame-Alarm Fees	0	400	400	
5856I1OP · Fire Extinguisher Service	0	1,000	1,000	
5856J1AD · Janitorial Service	1,925	10,500	8,575	
5856J2AD · Comcast Maintenance	583	4,000	3,417	
5856J3AD · Axclent	258	1,700	1,442	
5856J4AD · Microsoft Intune & Email Servc	725	6,500	5,775	
5856L1AD · Human Resource Services	401	15,000	14,599	
5856M1AD · Payroll Service	632	7,000	6,368	
5856N1AD · Union Bank Monthly Fee	180	2,100	1,920	
5856O1AD · ADP Screening & Selection Svc	1,084	2,900	1,816	
5856Q1AD · District Interns	2,000	0	(2,000)	Budgeted in part-time salary
Total	34,795	238,600	203,805	

5856A1AD · Annual District Audit Details

Vendor	Invoice	Invoice Date	Expenditure	Description
R.J. Ricciardi, Inc.	8121	7/31/2013	360	FYE 6/30/12 Acctg Audit-Director (2 hrs)
R.J. Ricciardi, Inc.	8122	7/31/2013	1,260	FYE 6/30/12 Acctg Audit-Director (7 hrs)
Total				

5856D1AD · Legal Services

Vendor	Invoice	Invoice Date	Expenditure	Description
Portor Goltz, Attorney at Law	1021	07/31/2013	889	Legal Services Rendered Thru 7/31/13
Portor Goltz, Attorney at Law	1025	08/31/2013	259	Legal Services Rendered Thru 8/31/13
County of San Mateo-County Counsel	82813009	08/28/2013	4,752	Legal Services Rendered Thru 7/31/13
Total				

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
 Actual vs Budget Financial Analysis - Capital Fund
 for the month ended August 31, 2013

F-1 CPF

	Expended August-13	Expended YTD FY13/14	Budgeted FY13/14	YTD Aug % Balance Remaining	17% YTD	Footnote:
REVENUES						
1521 Interest Earned	0	379	2,600	2,221	14.6%	
49900 Other Income	29,166	29,166	2,000	(27,166)	1458.3%	Lehman Recovery
Total Revenue	29,166	29,545	4,600	(24,945)	642.3%	% of YTD budget
EXPENDITURES						
Services & Supplies						
5188 Other Misc (Union Bank Fee)	38	75	1,800	1,725	4.1%	
5233 Tools/Equipment	646	646	3,250	2,604	19.9%	
5428 Miscellaneous Repair	6,482	144,284	245,000	100,716	58.9%	A
5966 District Special Expense	0	0	2,250	2,250	0.0%	B
Subtotal	7,165	145,005	252,300	107,295	57.5%	
Fixed Assets						
7211 Structures/Improvements	0	0	0	0	0.0%	
7311 Equipment	24,000	111,032	144,300	33,268	76.9%	C
Subtotal	24,000	111,032	144,300	33,268	76.9%	
Total Expenditures	31,166	256,037	396,600	140,563	64.6%	% of YTD budget spent
NET INCOME						

Net Income (1,999) (226,491) (392,000) This is a non-Revenue Generating Fund

FOOTNOTES:

A: YTD Miscellaneous Repair include the following:

	Expenditure	Budget	Difference	Comment
5428A3AD · Yard Paving Mixture	0	4,000	4,000	
5428A4AD · Landscape Upgrade	0	5,000	5,000	
5428A5AD · Project Engineer / Architect	0	5,000	5,000	
5428A9AD · Misc Bldg Repairs	0	46,000	46,000	
5428A10AD · Earthquake Retrofit	144,284	185,000	40,716	Structural engineer, architect & construction for Earthquake Retrofit Proj
Total	144,284	245,000	100,716	

B: YTD District Special Expense include the following:

	Expenditure	Budget	Difference	Comment
5966A3AD · Office Printer	0	2,250	2,250	
Total	0	2,250	2,250	

C: YTD Equipment Expenditures include the following:

	Expenditure	Budget	Difference	Comment
7311A1AD · Computer Equipment OP	0	2,900	2,900	
7311A2AD · Computer Equipment Lab	0	2,500	2,500	
7311A3AD · Computer Equipment Admin	5,528	14,700	9,172	Computers for Admin Office
7311A4AD · Replace Technician Laptops	0	4,000	4,000	
7311A5AD · Servers, Key System Computer	0	4,700	4,700	
7311B4OP · Vehicles (Leases)	0	8,000	8,000	
7311C1LB · Lab Equipment	105,504	107,500	1,996	Lab PCR Equipment
Total	111,032	144,300	33,268	

San Mateo County Mosquito & Vector Control
Profit & Loss- General Fund
 July through August 2013

F-2 GF

	Jul 13	Aug 13	TOTAL
Ordinary Income/Expense			
Income			
1521 · Interest Earned	8,430	-	8,430
2451 · Service Abatement Income	58,077	359	58,436
2647 · Misc Refunds/RDA/RPTTF	5,316	-	5,316
2658 · Other	-	27,655	27,655
Total Income	71,824	28,014	99,838
Gross Profit	71,824	28,014	99,838
Expense			
4111 · 4111 · Reg Full-time Position	60,579	165,741	226,321
4161 · 4161 · Reg Part-Time Position	11,779	29,573	41,352
4311 · Social Security	848	1,908	2,756
4321 · 4321 · County Retirement Plan	35,234	36,331	71,565
4412 · 4412 · Health Insurance	29,093	22,667	51,760
4414 · 4414 · Great-West Deferred Comp	1,000	500	1,500
4415 · 4415 · Medicare Insurance	985	2,943	3,928
4422 · 4422 · Dental Insurance	3,356	2,983	6,339
4431 · 4431 · Vision Insurance Plan	428	443	871
4440 · 4440 Employee Commute Benefit	412	374	786
4442 · 4442 · Long Term Disability	819	819	1,637
4451 · 4451 · Unemployment Insurance	749	1,805	2,553
4621 · AFLAC Insurance	444	665	1,109
5111 · 5111 Pesticides	49,124	12,162	61,286
5121 · Clothing	3,319	1,718	5,037
5156 · Household	44	261	304
5171 · Medical/Laboratory	5,143	4,278	9,421
5199 · Office	661	1,266	1,927
5233 · Special Tools/Equipment	2,722	3,653	6,375
5331 · Memberships (Association dues)	8,000	-	8,000
5416 · Gasoline/Oil/Grease	6,983	8,027	15,010
5428 · Misc Repairs-Mtce Equipment	1,730	2,223	3,952
5472 · 5472 · General Maintenance	376	204	580
5631 · Electricity/Gas	2,070	2,063	4,134
5635 · 5635 · Water/Sewer Disposal	205	1,559	1,764
5721 · Meeting/Conferences	5,493	1,939	7,432
5856 · Services/Consultations	31,802	2,993	34,795
5966 · District Special Expense	894	3,794	4,688
6712 · 6712 · Telephone	2,012	1,969	3,981
6725 · 6725 · Liability Insurance	49,236	-	49,236
6731 · 6731 Other Insurance	101,185	-	101,185
Total Expense	416,724	314,861	731,586
Net Ordinary Income	(344,900)	(286,847)	(631,748)
Other Income/Expense			
Other Income			
Transfer Out	(350,000)	(646)	(350,646)
Total Other Income	(350,000)	(646)	(350,646)
Net Other Income	(350,000)	(646)	(350,646)
Net Income	(694,900)	(287,493)	(982,394)

FOOTNOTES:

- A. RDA pass through agreements revenue.
- B. Lehman Recovery-4th Distribution
- C. Transfer out cash funding to Capital Fund. This will offset the Transfer in on Capital Fund's P&L Statement
- D. Transfer out to CPF for expenses paid from GF for backpack sprayers. This will offset the Transfer In on CPF's P&L Stmt.

San Mateo County Mosquito & Vector Control
Profit & Loss - Capital Project Fund
 July through August 2013

F-2 CPF

	<u>Jul 13</u>	<u>Aug 13</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
1521 · 1521 · Interest Earned	379	-	379
49900 · 49900 Other Income	-	29,166	29,166
Total Income	<u>379</u>	<u>29,166</u>	<u>29,545</u>
Gross Profit	379	29,166	29,545
Expense			
5188 · Other Misc Expense			
188A2AD · Bank Fees	37	38	75
Total 5188 · Other Misc Expense	<u>37</u>	<u>38</u>	<u>75</u>
5233 · Special Tools (non-fixed asset)			
233B2OP · Backpack Sprayer	-	646	646
Total 5233 · Special Tools (non-fixed asset)	<u>-</u>	<u>646</u>	<u>646</u>
5428 · Misc Repairs and Maint. (nonFA)			
28A10AD · Earthquake Retrofit	137,803	6,482	144,284
Total 5428 · Misc Repairs and Maint. (nonFA)	<u>137,803</u>	<u>6,482</u>	<u>144,284</u>
7311 · Equipment-Capital			
311A1AD · Computer Equipment OP	-	-	-
311A3AD · Computer Equipment AD	5,528	-	5,528
311C1LB · Lab Equipment	81,504	24,000	105,504
Total 7311 · Equipment-Capital	<u>87,032</u>	<u>24,000</u>	<u>111,032</u>
Total Expense	<u>224,871</u>	<u>31,166</u>	<u>256,037</u>
Net Ordinary Income	(224,492)	(1,999)	(226,491)
Other Income/Expense			
Other Income			
Transfer In	350,000	646	350,646
Total Other Income	<u>350,000</u>	<u>646</u>	<u>350,646</u>
Net Other Income	<u>350,000</u>	<u>646</u>	<u>350,646</u>
Net Income	<u><u>125,508</u></u>	<u><u>(1,353)</u></u>	<u><u>124,155</u></u>

FOOTNOTES:

- A. Lehman Recovery-4th Distribution
- B. Transfer In cash funding from General Fund. This will offset the Transfer Out on General Fund's P&L Stmt.
- C. Transfer In for CPF expenses paid from GF for backpack sprayers. This will offset the Transfer Out on GF's P&L Stmt.

San Mateo County Mosquito & Vector Control
Balance Sheet - General Fund
 As of August 31, 2013

F-3 GF

	<u>Aug 31, 2013</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	4,596,927
1010A01 · Cash-VCJPA Property Contingency	36,717
1010A02 · Cash-VCJPA Member Contingency	326,728
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>4,960,572</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	58,607
Total Accounts Receivable	<u>58,607</u>
Total Current Assets	<u>5,019,179</u>
TOTAL ASSETS	<u><u>5,019,179</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	66,999
Total Accounts Payable	<u>66,999</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>66,999</u>
Total Liabilities	66,999
Equity	
3021 · 3021 · Prior Period Adjustment	6,756
32000 · Retained Earnings	5,927,818
Net Income	(982,394)
Total Equity	<u>4,952,180</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,019,179</u></u>

San Mateo County Mosquito & Vector Control
Balance Sheet - Capital Project Fund
 As of August 31, 2013

F-3 CPF

	<u>Aug 31, 2013</u>
ASSETS	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	300,966
Total Checking/Savings	<u>300,966</u>
Total Current Assets	<u>300,966</u>
TOTAL ASSETS	<u><u>300,966</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	4,046
Total Accounts Payable	<u>4,046</u>
Total Current Liabilities	<u>4,046</u>
Total Liabilities	4,046
Equity	
3021 · Prior Period Adjustment	240
32000 · Retained Earnings	172,525
Net Income	124,155
Total Equity	<u>296,920</u>
TOTAL LIABILITIES & EQUITY	<u><u>300,966</u></u>

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

As of August 31, 2013

F-4 GF

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>	Footnotes
City of Foster City	-	-	7,933	B	-	7,933	A
City of Redwood City, Public Wks Svcs	-	-	5,585	-	-	6,585	
City of San Mateo Wastewater Treatment	-	-	325	-	-	325	
City of SSF Water Quality Control Plant	82	-	94	-	-	176	
Coastal Conservancy	-	-	3,800	C	-	3,800	
Jasper Ridge (Stanford University)	-	-	13,733	C	-	13,733	
S.B. Restaurants dba Elephant Bar	-	-	-	69	-	69	
S.B.S.A. -S. Bayside System Authority	163	-	275	-	-	438	
San Francisco Int'l Airport	-	-	399	-	-	399	
San Francisco Zoo	-	-	327	-	-	327	
SEWER AUTHORITY MID-COASTSIDE (SAM)	102	-	102	102	-	307	
SF Commission, City & County of SF	-	-	11,277	-	-	11,277	
SF Parks Dept	-	-	13,227	-	-	13,227	
SF Public Utilities Commission	13	-	-	-	-	13	
TOTAL	359	-	58,077	171	-	58,607	

FOOTNOTES:

- A- Past due amounts were mostly paid in September 2013. (See below updated aging as of September 30, 2013)
- B- Payment was received from City of Foster City on 10/1/13.
- C- Past due statements were sent in September 2013.

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

As of August 31, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Foster City	-	-	-	7,933	B	7,933
City of Redwood City, Public Wks Svcs	-	-	-	-	-	-
City of San Mateo Wastewater Treatment	-	-	-	-	-	-
City of SSF Water Quality Control Plant	-	-	-	-	-	-
Coastal Conservancy	-	-	-	3,800	C	3,800
Jasper Ridge (Stanford University)	-	-	-	13,733	C	13,733
S.B. Restaurants dba Elephant Bar	-	-	-	-	-	-
S.B.S.A. -S. Bayside System Authority	-	163	-	-	-	163
San Francisco Int'l Airport	-	-	-	-	-	-
San Francisco Zoo	-	-	-	-	-	-
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	102	-	-	-	102
SF Commission, City & County of SF	-	-	-	-	-	-
SF Parks Dept	-	-	-	-	-	-
SF Public Utilities Commission	-	13	-	-	-	13
TOTAL	-	277	-	25,465	-	25,742

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 General Fund
 August 31, 2013

Beginning Cash per District as of July 31, 2013 4,917,607

Reductions

Payroll Related (ADP) (193,573)
 Checks Written (181,879)
 Bank Fee (112)
Total Reductions (375,563)

Additions

Quarterly Interest -
 Abatement Services 9,187
 Property Tax Revenue -
 Other Income 18,041 (BlueShield Rebate/Copier Buyouts)
 Lehman Recov-4th Distribution 27,655
Total Additions 54,883

Ending Cash per District as of August 31, 2013 4,596,927

Cash per County Statement (below) 4,596,927

Difference -

COUNTY OF SAN MATEO Verbose DETAILED TRIAL BALANCE 08/01/2013-08/31/2013 Page 1
 FRI, SEP 13, 2013, 11:18 AM --msg: MAYFOHRL--leg: GL JL--log: CONT RHC--job: 8213334 #J5262--prog: GL501 <1.82>--report id: GLTBAL01

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02706

GL SUB UNIT Title	Director	St	IL	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatement		A		07	02706	02706	00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description			Debit	Credit	Balance			
0111 Claim on Cash	08/02/13	JE347892	Prior to 08/01/13			5,703,202.19	785,595.67	4,917,606.52			
	08/02/13	JE347891	AUTOID: JFOG8283 Job: 8204 JE			0.00	196.85	4,917,409.67			
	08/14/13	LEHMANFINAL	AUTOID: JFOD8283 Job: 8202 JE			0.00	62,630.09	4,854,779.58			
	08/16/13	JE347893	AUTOID: JBUA8153 Job: 8182 JE			27,655.30	0.00	4,827,124.28			
	08/20/13	RJ15CFT2	AUTOID: JFOD8283 Job: 8202 JE			0.00	63,856.61	4,763,267.67			
	08/21/13	JE347624	Daily Cash Float Tax-Op Ed JE			27,228.12	0.00	4,736,039.55			
	08/21/13	JE347890	AUTOID: JMBAS213 Job: 8191 JE			0.00	111.55	4,735,928.00			
	08/23/13	JE347894	AUTOID: JFOG8283 Job: 8202 JE			0.00	181,879.07	4,554,048.93			
	08/23/13	JE347894	AUTOID: JFOG8283 Job: 8204 JE			0.00	191.35	4,553,857.58			
	08/30/13	JE347895	AUTOID: JFOG8283 Job: 8202 JE			0.00	66,697.86	4,487,159.72			
	DR		* SUB ACCT Total *			5,758,085.61*	1,161,159.05*	4,596,926.56*			
0112 Claim on Cash - Float	08/19/13	TTLCR	Prior to 08/01/13			7,821.71	7,821.71	0.00			
	08/20/13	RJ15CFT2	AUTOID: DM1A8193 Job: 8187 CR			27,228.12	0.00	27,228.12			
	DR		Daily Cash Float Tax-Op Ed JE			0.00	27,228.12	0.00			
	DR		* SUB ACCT Total *			35,049.83*	35,049.83*	0.00*			
0270 Interest Receivable	DR		Prior to 08/01/13			8,430.37	8,430.37	0.00			
	DR		* SUB ACCT Total *			8,430.37*	8,430.37*	0.00*			
0665 Accrued Salaries and Benefit	CR		Prior to 08/01/13			0.00	54,723.29	54,723.29			
	CR		* SUB ACCT Total *			0.00*	54,723.29*	54,723.29*			

**San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
Capital Fund
August 31, 2013**

Beginning Cash per District as of July 31, 2013	440,299
Reductions	
Checks Written	(168,462)
Bank Fee	(38)
Total Reductions	<u>(168,500)</u>
Additions	
Quarterly Interest	-
Lehman Recovery-4th Distribution	29,166
Total Additions	<u>29,166</u>
 Ending Cash per District as of August 31, 2013	 <u><u>300,966</u></u>

Cash per County Statement (below)	300,966
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 09/01/2013-08/31/2013 Page 1
 FRI, SEP 13, 2013, 11:19 AM --msg: MAYFOHRL--leg: GL JL--log: CONT RWC--job: 8213335 #J5263--prog: GL501 <1.82>--report id: GLTBAL01

SOBI ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705

LG	SUB UNIT Title	Director	St	FL	FDP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL	02705 SMC Mosq Abate-CP Exri F		A		07	02705	02705	00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description		Debit	Credit	Balance					
0111 Claim on Cash			Prior to 08/01/13		529,308.56	89,009.81	440,298.75					
	08/14/13	LEHMANFINAL	AutoID: JBUAS153 Job: 8182 JE		29,166.32	0.00	469,465.07					
	08/21/13	JE347624	AutoID: JMBAS213 Job: 8191 JE		0.00	37.72	469,427.35					
	08/21/13	JE347889	AutoID: JFOBS283 Job: 8202 JE		0.00	168,461.84	300,965.51					
		DR	* SUB ACCT Total *		558,474.88*	257,509.57*	300,965.31*					
0270 Interest Receivable			Prior to 08/01/13		379.01	379.01	0.00					
		DR	* SUB ACCT Total *		379.01*	379.01*	0.00*					
0813 Fund Balance Available			Prior to 08/01/13		2,185,842.99	178,929.55	-2,006,913.44					
		CR	* SUB ACCT Total *		2,185,842.99*	178,929.55*	-2,006,913.44*					
0882 General Reserves			Prior to 08/01/13		0.00	2,186,222.00	2,186,222.00					
		CR	* SUB ACCT Total *		0.00*	2,186,222.00*	2,186,222.00*					
0911 Receipts - Property Tax			Prior to 08/01/13		0.00	350,000.00	350,000.00					
		CR	* SUB ACCT Total *		0.00*	350,000.00*	350,000.00*					

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
General Fund
August 31, 2013

Full Time Employee	August 2, 2013	August 16, 2013	August 30, 2013
	Gross Pay	Gross Pay	Gross Pay
ALLEN, DAVID	2,474	2,399	2,399
BUSAM, STEPHANIE	3,237	3,139	3,139
CARDENAS, HECTOR	2,474	2,399	2,399
CHOW, RICHARD M	3,285	3,186	3,186
GAY, ROBERT B	5,249	5,249	5,249
KEYSER, KIM A	3,237	3,139	3,139
LEONG, MARY	3,029	3,029	3,029
MCDONALD, WARREN P	690	2,298	2,298
O'BRIEN, JAMES P	3,285	3,186	3,186
RODRIGUEZ, ROSENDO	3,975	3,975	3,975
RUSMISEL, BENJAMIN D	3,305	3,204	3,204
SCHULZ, ERIC T	3,305	3,204	3,204
SEBAY, CHERYL P	3,490	3,384	3,384
SHELTON, THERESA	3,122	3,028	3,028
STEVENSON, CASEY	3,334	3,334	3,334
WALKER, DEVINA	2,374	2,302	2,302
WEBER, BRIAN E	3,735	3,735	3,735
ZAHIRI, NAYER	3,400	3,400	3,400
Total	56,999	57,590	57,590

Footnotes:
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt
 Commenced 7/24/13
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt
 COLA Retro Adjmt

Seasonal Employees			
BARNUM, MARISA E	600	1,200	1,125
CASTRO, DIEGO	1,080	1,080	1,200
CHAN, GABRIEL	488	-	-
FUATA, JOSHUA	1,098	1,220	1,220
JEAN-BAPTISTE, ALVIN	-	-	600
McDANIEL, JENNIFER	1,147	1,155	1,056
MUNOZ, MIGUEL	853	1,240	1,116
MUTTO, DOMINIC	1,200	1,080	1,200
NG, KA FAI JIMMY	480	-	-
POULSEN, AMANDA	1,080	1,200	840
SCHAEFER, ANDREW	1,080	1,200	960
WEBER, PAUL	576	536	664
Total	9,681	9,911	9,981

}

A

Trustee - Reimbursement in lieu of expenses			
COGONI, VALENTINA	-	-	-
DEJARNATT, PETER	-	-	-
FULLER, CHRISTINE	-	-	100
HEDLUND, STEVEN	-	-	-
LERNER, SAMUEL	-	-	100
MARTIN, KATHLEEN	-	-	100
MARTINUCCI, MARIA	-	-	-
MAYNARD, ROBERT	-	-	100
MEINERTH, BARRY	-	-	-
NICKOLAS, LEON	-	-	100
O'CONNOR, DONELLE	-	-	100
RIDGEWAY, JAMES M	-	-	100
RIEHEL, ROBERT	-	-	100
RUTHERFORD, DONNA	-	-	100
SCHNEIDER, BETSEY	-	-	-
SEIFER, JASON D	-	-	100
SMITH, D. SCOTT	-	-	-
TAGG, RICHARD	-	-	100
WYKOFF, RICHARD	-	-	100
Total	-	-	1,200

}

B

Total Gross Pay	66,680	67,501	68,771
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Payroll Disbursement (including Net Pay & Taxes)			
Total Net Pay	46,236	47,207	49,220
Federal W/H Tax	9,214	9,338	9,772
Social Security Tax	1,200	1,229	1,386
Medicare	1,934	1,958	1,994
CA W/H Tax	2,806	2,836	3,020
CA SUI/DI	1,240	1,289	1,305
Total	62,630	63,857	66,698

}

C

ADP Fee drawn for the period	197	191	-
Total amount for the period	62,827	64,048	66,698
Total amount for the month:			193,573

Footnotes:
 A. Part-time and seasonal hires
 B. Trustee payments for attendance of committee meetings in Aug-2013 (paid 8/30/13)
 C. Social Security expenditure only incurred for part-time employee and trustee payroll

San Mateo County Mosquito & Vector Control
Check Detail
August 2013

F-8

Num	Date	Name	Memo	Account	Original Amount
13731	08/07/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,559.47)
07172013	07/27/2013		Employee Contribution PPE 07/27/13 District Contribution PPE 07/27/13	4111AD · Life and Annuity Plan 4414 · 4414 · Great-West Deferred Comp	2,059.47 500.00
TOTAL					<u>2,559.47</u>
13732	08/07/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
07272013	07/27/2013		Voluntary Deduction PPE 07/27/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
13733	08/07/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(22,083.17)
07272013	07/27/2013		Employee Contribution PPE 07/27/13 Employer Contribution PPE 07/27/13	4111AD · Life and Annuity Plan 4321 · 4321 · County Retirement Plan	4,053.18 18,029.99
TOTAL					<u>22,083.17</u>
13734	08/07/2013	Charles P. Hansen	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(436.45)
CH08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13735	08/07/2013	Dennis J Jewell	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(436.45)
DJ08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13736	08/07/2013	James Bass	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(436.45)
JB08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13737	08/07/2013	James Counts	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(691.31)
JC08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	691.31
TOTAL					<u>691.31</u>
13738	08/07/2013	Ray Ritts	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(436.45)
RR08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>

**San Mateo County Mosquito & Vector Control
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13739	08/07/2013	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(436.45)
RS08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
13740	08/07/2013	Stanley Kamiya	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(536.87)
SK08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	536.87
TOTAL					536.87
13741	08/07/2013	Steven L Jensen	Retiree Health Care Premium Subsidy-Aug '13	1010a · Union Bank Clearing Account	(327.32)
SJ08012013	08/01/2013		Retiree Health Care Premium Subsidy-Aug '13	412A2AD · Retiree Health Reimbursement	327.32
TOTAL					327.32
13742	08/07/2013	ADP	A/C #1466165	1010a · Union Bank Clearing Account	(237.89)
1466165-07-201	07/29/2013		Criminal background check for M. Barnum & W. Macdonald	856O1AD · ADP Screening & Selection Svc	237.89
TOTAL					237.89
13743	08/07/2013	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(612.50)
713296	07/25/2013		Employer Contributions for Jul 2013	4621 · AFLAC Insurance	443.64
			Employee Contributions for Jul 2013	4111AD · Life and Annuity Plan	168.86
TOTAL					612.50
13744	08/07/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(191.10)
124242166	07/24/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
124259922	07/31/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
TOTAL					191.10
13745	08/07/2013	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,782.62)
7918-7257Sep1	08/01/2013		Dental Plan Sept '13	422A1AD · Employee Dental Insurance	2,782.62
TOTAL					2,782.62
13746	08/07/2013	Alpine Helicopter Service Inc	M13-APL-00642	1010a · Union Bank Clearing Account	(5,280.00)
M13-APL-00642	07/22/2013		Spray work for SMV 7/2/2013	856E1OP · Helicopter Service	5,280.00
TOTAL					5,280.00

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13747	08/07/2013	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(380.35)
1101023878	07/31/2013		Inv #1101023878 07/31/13 Uniform Services	121A4OP · Uniform service & Logo patches	380.35
TOTAL					380.35
13748	08/07/2013	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(451.05)
6503448592Jul1	07/19/2013		650 344-8592 07/19/13-08/18/13	712A1AD · Verizon / AT&T	451.05
TOTAL					451.05
13749	08/07/2013	AXCIENT	Inv-30053	1010a · Union Bank Clearing Account	(129.00)
INV-30053	08/01/2013		Automated Backup & Storage Services Aug '13	856J3AD · Axcient	129.00
TOTAL					129.00
13750	08/07/2013	Bay Pointe Landscape	June Landscape Maintenance	1010a · Union Bank Clearing Account	(775.00)
08012013	08/01/2013		Landscape Maintenance July '13	856G4AD · Pond/Landscape Service	775.00
TOTAL					775.00
13751	08/07/2013	BVA, Inc.	Cust # SAN MATEO	1010a · Union Bank Clearing Account	(23,319.25)
45548	07/22/2013		BVA Larvaecide #2 (3,203 gallons)	111A1OP · Altosid, BVA, Larvicides	23,319.25
TOTAL					23,319.25
13752	08/07/2013	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(67.28)
9059698613Jul1	07/23/2013		Water 06/22/13-07/22/13	635A3AD · CAL Water	67.28
TOTAL					67.28
13753	08/07/2013	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(2,083.46)
12883978	07/02/2013		#1 of 10-Color Copier Buyout (07/01-07/31/2013)	856G1AD · Postage & Copiers Equip Rental	416.67
12883977	07/02/2013		#1 of 10-Copiers & Fax Machine Buyout (07/01-7/31/2013)	856G1AD · Postage & Copiers Equip Rental	625.06
12969226	08/02/2013		#2 of 10-Color Copier Buyout (08/01-08/31/2013)	856G1AD · Postage & Copiers Equip Rental	416.67
12969225	08/02/2013		#2 of 10-Copiers & Fax Machine Buyout (08/01-8/31/2013)	856G1AD · Postage & Copiers Equip Rental	625.06
TOTAL					2,083.46
13754	08/07/2013	Cardno ENTRIX		1010a · Union Bank Clearing Account	(3,279.52)
0091163	07/26/2013		SMCMVCD PEIR Add'n'l Work 06/01/13-06/28/13	966F4LB · CEQA / PEIR	159.00

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0091268-7	07/29/2013		MVCAC PEIR Consulting Services 06/1/13-06/28/13	966F4LB · CEQA / PEIR	3,120.52
TOTAL					3,279.52
13755	08/07/2013	City of Redwood City		1010a · Union Bank Clearing Account	(137.59)
1084-C33902Jul	07/26/2013		890 Barron Fire Water Service 06/26/13-07/26/13	635A2AD · Water/Sewer 890 Barron Ave	64.00
1084-B45939Jul	07/26/2013		890 Barron Water Service 06/26/13-07/26/13	635A2AD · Water/Sewer 890 Barron Ave	73.59
TOTAL					137.59
13756	08/07/2013	Compu-Data	Inv #60276	1010a · Union Bank Clearing Account	(120.00)
60276	07/25/2013		Remote labor-Added new user to network & email-W. Macdonald (1hr)	856G6AD · Network Maintenance	120.00
TOTAL					120.00
13757	08/07/2013	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)
18894372	07/27/2013		2 Blk and 1 Color Copiers Rental Period 08/10/13-09/09/13	856G1AD · Postage & Copiers Equip Rental	603.86
TOTAL					603.86
13758	08/07/2013	Destiny Phillips	Lab Intern Service Period 7/29-8/9/13	1010a · Union Bank Clearing Account	(500.00)
07292013	07/29/2013		Lab Intern Service Period 7/29-8/9/13	856Q1AD · District Interns	500.00
TOTAL					500.00
13759	08/07/2013	FedEx	A/C #1484-0841-6	1010a · Union Bank Clearing Account	(33.57)
2-355-67013	08/02/2013		Send samplings to disease testing centers	966E1LB · Disease Surveillance	33.57
TOTAL					33.57
13760	08/07/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,692.75)
CFS-0697401	07/31/2013		Gasoline 07/16/13-07/31/13	416A1OP · Gasoline/Oil/Materials	3,692.75
TOTAL					3,692.75
13761	08/07/2013	Grainger	809934680	1010a · Union Bank Clearing Account	(173.33)
7022510361	08/05/2013		Return faulty sensor light switch	472C1AD · Misc Maint repairs	(96.91)
			Velcro squares & sensor light switch	428C3AD · Misc Facilit Equip Repairs	50.72
			Field supply-measuring cups & pesticide containers	233D1OP · Field Equipment	172.38
			Pump for fish ponds	966A1OP · Mosq fish pond mtnce supplies	47.14
TOTAL					173.33

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13762	08/07/2013	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(3,590.00)
7365-0000Sep1:	08/01/2013		Health Insurance Sept '13	4412 · 4412 · Health Insurance	3,590.00
TOTAL					<u>3,590.00</u>
13763	08/07/2013	Meredith, Weinstein & Numbers, LLP	Inv #19631	1010a · Union Bank Clearing Account	(1,092.50)
19631	07/23/2013		Prof services rendered thru 6/30/13	856D1AD · Legal Services	1,092.50
TOTAL					<u>1,092.50</u>
13764	08/07/2013	Ole's Carburetor & Electric Inc.	A/C #3055	1010a · Union Bank Clearing Account	(557.35)
3055Jul13	07/31/2013		Oil filters	428A2OP · Plugs/filters/batteries etc	83.58
			Brakes rotor & pads	428A1OP · Tires/bal/align/etc	339.18
			Motor oil (36)	416A1OP · Gasoline/Oil/Materials	134.59
TOTAL					<u>557.35</u>
13765	08/07/2013	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(2,008.42)
5584709654-6Jl	07/31/2013		Elec & Gas 06/29/13-07/30/13	631A1AD · Electric 1351 Rollins Rd	2,008.42
TOTAL					<u>2,008.42</u>
13766	08/07/2013	Portola Valley Feed	Inv #88929 & 89044	1010a · Union Bank Clearing Account	(143.70)
Inv#Jul13	07/29/2013		Crumbles for chicken feed	966C1LB · Sentinel chicken flocks/supplie	143.70
TOTAL					<u>143.70</u>
13767	08/07/2013	Portor Goltz, Attorney at Law	Inv #1021	1010a · Union Bank Clearing Account	(888.75)
1021	07/31/2013		Prof services rendered	856D1AD · Legal Services	56.25
			Prof services rendered	856D1AD · Legal Services	832.50
TOTAL					<u>888.75</u>
13768	08/07/2013	R.J. Ricciardi, Inc.		1010a · Union Bank Clearing Account	(1,620.00)
8121	07/31/2013		FYE 6/30/2012 Acctg Audit Services-Director (2hrs)	856A1AD · Annual District Audit	360.00
8122	07/31/2013		FYE 6/30/2012 Acctg Audit Services-Director (7hrs)	856A1AD · Annual District Audit	1,260.00
TOTAL					<u>1,620.00</u>
13769	08/07/2013	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(376.05)
10693893	07/31/2013		Garbage Service Jul '13	472B1AD · Trash pickup 1351 Rollins Rd	301.05

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			Extra pickup for fridge	472B1AD · Trash pickup 1351 Rollins Rd	75.00
TOTAL					376.05
13770	08/07/2013	San Mateo Lawn Mower	A/C #332	1010a · Union Bank Clearing Account	(60.73)
125458	07/28/2013		Trimmer repair	428B3OP · Equipment repairs/parts	60.73
TOTAL					60.73
13771	08/07/2013	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C789909-541	07/26/2013		Copier Maintenance Contract Base Billing 7/29-8/28/13	856G1AD · Postage & Copiers Equip Rental	138.65
TOTAL					138.65
13772	08/07/2013	Townsend & Styer Maintenance Co., LLC		1010a · Union Bank Clearing Account	(750.00)
8-13-195	08/01/2013		Janitorial Service Aug 2013	856J1AD · Janitorial Service	725.00
8-13-502	08/05/2013		Refrigerator Cleaning	856J1AD · Janitorial Service	25.00
TOTAL					750.00
13773	08/07/2013	Tristan Hallum	Reimburse Travel Expenses for Lab Asst Interview	1010a · Union Bank Clearing Account	(138.01)
TH07112013	07/11/2013		Reimburse Travel Expenses for Lab Asst Interview	856L1AD · Human Resource Services	138.01
TOTAL					138.01
13774	08/07/2013	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(6,063.32)
	07/22/2013		District credit card payment	US Bank Credit Card	6,063.32
TOTAL					6,063.32
13775	08/07/2013	U.S. Healthworks Medical Group		1010a · Union Bank Clearing Account	(100.00)
2326633-CA	07/19/2013		Drug test for ful-time Lab Assistant-W. Macdonald	856O1AD · ADP Screening & Selection Svc	50.00
2330338-CA	07/26/2013		Drug test for seasonal tech-M. Barnum	856O1AD · ADP Screening & Selection Svc	50.00
TOTAL					100.00
13776	08/07/2013	Univar USA Inc	246641 001	1010a · Union Bank Clearing Account	(13,596.66)
SJ565088	07/22/2013		Spheratax (63 bags)	111A1OP · Altosid, BVA, Larvicides	13,596.66
TOTAL					13,596.66
13777	08/07/2013	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(1,362.86)

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9708929943	07/26/2013		Monthly Access Charges 07/27-08/26/13 Phones & Accessories Charges	712A1AD · Verizon / AT&T 712A2AD · Phones/Batteries/Access	979.91 382.95
TOTAL					1,362.86
13778	08/07/2013	VWR INTERNATIONAL INC		1010a · Union Bank Clearing Account	(809.25)
8054750933	07/31/2013		Lab Supplies for PCR	966B1LB · Research proj-Lyme, encephaliti	458.61
8054754174	07/31/2013		Lab Supplies for PCR	966B1LB · Research proj-Lyme, encephaliti	48.60
8054781521	08/01/2013		Lab Supplies for PCR	966B1LB · Research proj-Lyme, encephaliti	161.37
8054746401	08/01/2013		Lab Supplies for PCR	966B1LB · Research proj-Lyme, encephaliti	140.67
TOTAL					809.25
13779	08/07/2013	Weintraub Tobin	Client #155005	1010a · Union Bank Clearing Account	(4,130.55)
98268898	07/23/2013		Legal Services thru 6/30/13	856D1AD · Legal Services	4,130.55
TOTAL					4,130.55
13780	08/21/2013	Bay Alarm	A/C #2555126	1010a · Union Bank Clearing Account	(244.77)
2555126130815	08/15/2013		Burglar Alarm Monitoring Fee 09/01/13-12/01/13 Barron Ave	856G2AD · Security & Fire Alarm Maintenanc	244.77
TOTAL					244.77
13781	08/21/2013	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(80.75)
8155200370079	08/15/2013		High-Speed Internet 08/20/13-09/19/13 Barron Ave	856J2AD · Comcast / Internet /GotoMyPC	80.75
TOTAL					80.75
13782	08/21/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,791.94)
CFS-0703880	08/15/2013		Gasoline 08/01/13-08/15/13	416A1OP · Gasoline/Oil/Materials	3,791.94
TOTAL					3,791.94
13783	08/21/2013	Staples	Customer: LA 1810894	1010a · Union Bank Clearing Account	(374.95)
3207036917	08/15/2013		Office Supplies	199A2AD · Misc Office Supplies	225.06
			Paper Towels	156A1AD · Cleaning sup soaps paper towel	61.87
			First Aid Supplies	171B1OP · First aid kits/ creams /lotions	88.02
TOTAL					374.95
13784	08/21/2013	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(93.05)
33721244	07/31/2013		Fuel Purchases July '13	416A1OP · Gasoline/Oil/Materials	93.05

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TOTAL					93.05
13785	08/21/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(190.90)
124277988	08/07/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
124294714	08/14/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.35
TOTAL					190.90
13786	08/21/2013	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(167.50)
5054202-08141	08/14/2013		Drinking Water	199A3AD · Water Service	167.50
TOTAL					167.50
13787	08/21/2013	Alpine Helicopter Service Inc	M13-APL-00782	1010a · Union Bank Clearing Account	(5,005.00)
M13-APL-00782	07/23/2013		Spray work for SMV 7/23/2013	856E1OP · Helicopter Service	5,005.00
TOTAL					5,005.00
13788	08/21/2013	AT& T Long Distance	650-556-1384	1010a · Union Bank Clearing Account	(211.89)
6505561384Aug	08/13/2013		Barron Ave 08/13/13-09/12/13	712A1AD · Verizon / AT&T	211.89
TOTAL					211.89
13789	08/21/2013	Auto Tech Center	048271	1010a · Union Bank Clearing Account	(219.37)
048271	08/06/2013		Repair work for Jim's '10 Ford Ranger	428A3OP · Garage service repairs	219.37
TOTAL					219.37
13790	08/21/2013	Blue Shield	H8V549	1010a · Union Bank Clearing Account	(22,815.00)
4313153Sep13	08/12/2013		Health Insurance Sept '13	4412 · 4412 · Health Insurance	22,815.00
TOTAL					22,815.00
13791	08/21/2013	California Department of Public Health	Vector Control Tech Study Guide (SMATM-San Mateo Co MVCD)	1010a · Union Bank Clearing Account	(20.00)
08082013	08/08/2013		Vector Control Technician exam study guide	721G1AD · Coastal Region Continu'g Edu Pr	20.00
TOTAL					20.00
13792	08/21/2013	Charles P. Hansen	Retiree Prescription Drug Reimbursemt-Jan-Jul '13	1010a · Union Bank Clearing Account	(241.60)
07312013	08/08/2013		Retiree Prescription Drug Reimbursement- Jan-Jul '13	412A3AD · Retiree Prescrip Drug Reimburse	241.60
TOTAL					241.60

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13793	08/21/2013	Clarke Mosquito Control Products, Inc.	Cust #002486	1010a · Union Bank Clearing Account	(3,028.23)
5057855	08/09/2013		Natular T30 Tablet (5cs)	111A1OP · Altosid, BVA, Larvicides	3,028.23
TOTAL					3,028.23
13794	08/21/2013	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(210.70)
8155200280283	08/03/2013		High-Speed Internet 08/08/13-09/07/13	856J2AD · Comcast / Internet /GotoMyPC	210.70
TOTAL					210.70
13795	08/21/2013	Compu-Data		1010a · Union Bank Clearing Account	(931.69)
60292	08/07/2013		Website update and Stanley Security key fob updates (4hrs)	856G6AD · Network Maintenance	480.00
60291	08/07/2013		Notebook AC adapter & battery (Tech Laptop)	233F1AD · Computer Equip/Software	250.13
			External housing box for security system	856G2AD · Security & Fire Alarm Maintenan	81.56
60301	08/17/2013		Remote labor 8/13-Website update (1hr)	856G6AD · Network Maintenance	120.00
TOTAL					931.69
13796	08/21/2013	Dennco	Inv #23325	1010a · Union Bank Clearing Account	(594.00)
23325	08/17/2013		July 2013 inspection per service contract	856G7AD · HVAC Maintenance/Back Flow Tst	594.00
TOTAL					594.00
13797	08/21/2013	Destiny Phillips	Lab Intern Service Period 8/12-8/23/13	1010a · Union Bank Clearing Account	(500.00)
08122013	08/12/2013		Lab Intern Service Period 8/12-8/23/13	856Q1AD · District Interns	500.00
TOTAL					500.00
13798	08/21/2013	Fastsigns San Mateo	Inv #118-81683	1010a · Union Bank Clearing Account	(536.42)
118-81683	08/15/2013		District circle logo signs w/one time setup cost (3prs)	966H1AD · Media Advertising	536.42
TOTAL					536.42
13799	08/21/2013	FedEx	A/C #1484-0841-6	1010a · Union Bank Clearing Account	(138.08)
2-355-81717	08/16/2013		Send samplings to disease testing centers	966E1LB · Disease Surveillance	138.08
TOTAL					138.08
13800	08/21/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,555.57)
08102013	08/10/2013		Employee Contribution PPE 08/10/13	4111AD · Life and Annuity Plan	2,055.57

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			District Contribution PPE 08/10/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					2,555.57
13801	08/21/2013	HR Options	1011	1010a · Union Bank Clearing Account	(337.50)
122354	07/23/2013		HR services (1.75 Hrs) Balance from invoice #122159 for June '13 Service	856L1AD · Human Resource Services 856L1AD · Human Resource Services	262.50 75.00
TOTAL					337.50
13802	08/21/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
08102013	08/10/2013		Voluntary Deduction PPE 08/10/13	4111AD · Life and Annuity Plan	200.00
TOTAL					200.00
13803	08/21/2013	Mallory Safety & Supply LLC	Cust ID#27017; Inv #3761599	1010a · Union Bank Clearing Account	(173.99)
3761599	08/10/2013		Nitrile gloves for lab	171C3LB · Lab Sup Misc lab supplies	173.99
TOTAL					173.99
13804	08/21/2013	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C788579-541	07/17/2013		Copier Maintenance Contract Base Billing 6/29-7/28/13	856G1AD · Postage & Copiers Equip Rental	138.65
TOTAL					138.65
13805	08/21/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(22,276.64)
08102013	08/10/2013		Employee Contribution PPE 08/10/13 Employer Contribution PPE 08/10/13	4111AD · Life and Annuity Plan 4321 · 4321 · County Retirement Plan	4,111.20 18,165.44
TOTAL					22,276.64
13806	08/21/2013	Stanley Convergent Security Solutions	7460111977	1010a · Union Bank Clearing Account	(446.00)
10449076	08/02/2013		Windows 8 upgrade on server	856G2AD · Security & Fire Alarm Maintenan	446.00
TOTAL					446.00
13807	08/21/2013	Univar USA Inc	246641 001	1010a · Union Bank Clearing Account	(5,264.70)
SJ568683	08/07/2013		Altosid XR-G 40lb bag (15 bags)	111A1OP · Altosid, BVA, Larvicides	5,264.70
TOTAL					5,264.70
13808	08/21/2013	VWR INTERNATIONAL INC	Cust #80043606	1010a · Union Bank Clearing Account	(137.87)

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8054894617	08/13/2013		Lab Supplies for PCR	966B1LB · Research proj-Lyme, encephaliti	137.87
TOTAL					137.87
13809	08/21/2013	Waste Stream Solutons California	Inv #18244	1010a · Union Bank Clearing Account	(95.00)
18244	08/12/2013		Bio-hazard pickup manifest #80513	171C4LB · Lab Bio Waste Disposal	95.00
TOTAL					95.00
CHECK TOTAL					181,879.07

NOTE:

Prior month's check numbers were 13653 to 13730. This month's checks are numbers 13731 to 13809.

**San Mateo County Mosquito & Vector Control
Check Detail - Capital Project Fund**

F-9

August 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
08/07/2013	1612	Compu-Data	Inv #60277	1010a · Union Bank Cleared Account	(4,222.84)
07/26/2013	60277		Intel CPU Core i7-4770 Computer & Monitor for Admin (2)	311A3AD · Computer Equipment AD	4,222.84
TOTAL					<u>4,222.84</u>
08/07/2013	1613	James R. Griffin Inc.	Inv #14930; Job #13-0024	1010a · Union Bank Cleared Account	(135,802.67)
07/30/2013	14930		Garage Earthquake Retrofit-Job Contract 2nd Payment	28A10AD · Earthquake Retrofit	135,802.67
TOTAL					<u>135,802.67</u>
08/21/2013	1614	Consolidated Engineering Laboratories	Cust #5464	1010a · Union Bank Cleared Account	(2,436.00)
08/01/2013	100677		Garage seismic upgrade construction review	28A10AD · Earthquake Retrofit	2,436.00
TOTAL					<u>2,436.00</u>
08/21/2013	1615	Kam Yan & Associates	Inv #130717; 12-204E Garage Bldg Repair & Upgrade	1010a · Union Bank Cleared Account	(2,000.00)
07/31/2013	130717		2-204E Garage Bldg Repair & Upgrade	28A10AD · Earthquake Retrofit	2,000.00
TOTAL					<u>2,000.00</u>
08/21/2013	1616	Panasonic Corporation of N.A.	Bill #1104907; Payer #1104907	1010a · Union Bank Cleared Account	(8,687.30)
08/07/2013	1104907		Panasonic Model MDF-U33V-PA Upright Freezer	311C1LB · Lab Equipment	8,687.30
TOTAL					<u>8,687.30</u>
08/21/2013	1617	Thomas Scientific		1010a · Union Bank Cleared Account	(15,313.03)
08/02/2013	510390		Dual Mixer/Mill for lab	311C1LB · Lab Equipment	7,794.94
08/07/2013	511846		Autoclave Model 2340EP for lab	311C1LB · Lab Equipment	7,518.09
TOTAL					<u>15,313.03</u>
CHECK TOTAL					<u>168,461.84</u>

NOTE:

Prior month's check numbers were 1608 to 16011. This month's checks are numbers 1612 to 1617.

3:43 PM

09/06/2013

Accrual Basis

San Mateo County Mosquito & Vector Control Transaction Detail by Account

F-10 August

August 2013 Statement

Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
Brian Weber						
Credit Card Charge	07/25/2013	244310	Big 5 Sporting Goods	Work boots for seasonal tech-M. Barnum	121A6OP · Work boots	54.61
Credit Card Charge	07/26/2013	243230	CRESCO EQUIPMENT RENTAL	Propane for forklift	233A1OP · Shop/Maintenance tools	27.99
Credit Card Charge	08/06/2013	240552	Serramonte Ford Colma	Repair both windows on '10 Ford Ranger	428A3OP · Garage service repairs	652.69
Total Brian Weber						735.29
Casey Stevenson						
Credit Card Charge	08/01/2013	246104	The Home Depot	16' Extension Ladder	233A1OP · Shop/Maintenance tools	206.01
Credit Card Credit	08/06/2013	744310	Big 5 Sporting Goods	Return work boots refund for J. Ng	121A6OP · Work boots	(54.61)
Credit Card Credit	08/06/2013	742465	Sears Roebuck	Return work boots refund for M. Waskey	121A6OP · Work boots	(65.55)
Total Casey Stevenson						85.85
Devina S Walker						
Credit Card Charge	07/25/2013	244939	Once upon a metro	Finance Committee Meeting	721A3AD · Monthly Meeting/Committee Expe	107.05
Credit Card Charge	08/15/2013	244939	Once upon a metro	Ad Hoc Special Meeting	721A3AD · Monthly Meeting/Committee Expe	96.90
Credit Card Charge	08/17/2013	240133	Mystery Ranch	2 Back packs for treatments (Transfer to CPF#5233B2OP)	Transfer Out	646.10
Credit Card Charge	08/19/2013	244310	Big 5 Sporting Goods	Work boots for seasonal-A. Baptiste	121A6OP · Work boots	54.49
Credit Card Charge	08/19/2013	248016	Zorbas Pizza	Strategic Planning Committee Meeting	721A3AD · Monthly Meeting/Committee Expe	75.42
Credit Card Charge	08/21/2013	244939	Misc- AP	Royal Donut-Black Fly Research Presentation	721D1AD · Misc Meeting Expenses	22.75
Total Devina S Walker						1,002.71
Nayer Zahiri						
Credit Card Charge	07/24/2013	240710	Redwood Trading Post	Work boots for lab asst W. Macdonald	121A6OP · Work boots	179.83
Credit Card Charge	07/26/2013	244939	MYTOPO.COM	License renewal topographic software	233F1AD · Computer Equip/Software	330.95
Credit Card Charge	07/26/2013	246921	LOWES	Materials for adult cages & 2 fans	233E1LB · Collecting Supplies	68.62
Credit Card Charge	07/26/2013	247078	BIOQUIP PRODUCTS INC	Human skin lure for mosquito traps	233C1LB · Research/mosquito laboratory	213.37
Credit Card Credit	07/29/2013	746921	LOWES	Return fan refund	233E1LB · Collecting Supplies	(29.41)
Credit Card Charge	07/30/2013	241640	Fisher Scientific	Ethanol & Isopropanol	171C1LB · Lab Sup Animal Husbandry	219.64
Credit Card Charge	07/30/2013	246921	Invitrogen	PCR supplies	171C6LB · Lab PCR Maint & Supplies	2,413.81
Credit Card Charge	07/30/2013	246921	Invitrogen	PCR Supplies	171C6LB · Lab PCR Maint & Supplies	2,221.97
Credit Card Charge	07/31/2013	246921	LOWES	Materials for adult mosquito cages	233E1LB · Collecting Supplies	66.72
Credit Card Charge	08/06/2013	246921	Invitrogen	Primer & Probe DNA Detection	171C6LB · Lab PCR Maint & Supplies	815.92
Credit Card Charge	08/06/2013	246921	Invitrogen	Primer & probe set for WNV birds	171C6LB · Lab PCR Maint & Supplies	419.95
Credit Card Charge	08/06/2013	242651	Misc- AP	Bed Bath & Beyond-Supply used for testing	171C1LB · Lab Sup Animal Husbandry	32.76
Credit Card Charge	08/07/2013	247893	Lampire Biological Lab	Chicken blood for mosquito feed	171C5LB · Lab Mosquito Blood Service	191.75
Credit Card Charge	08/08/2013	241640	Fisher Scientific	Glass beads for WNV & tick testing	171C3LB · Lab Sup Misc lab supplies	94.05
Credit Card Charge	08/12/2013	244450	Rainin Instrument LLC	Pipet Lites for PCR	171C6LB · Lab PCR Maint & Supplies	1,480.22

3:43 PM

09/06/2013

Accrual Basis

San Mateo County Mosquito & Vector Control Transaction Detail by Account

F-10
August

August 2013 Statement

Type	Date	Num	Name	Memo	Split	Amount
Credit Card Charge	08/12/2013	244450	Rainin Instrument LLC	Pipet tip refills and carousel stand for pipettes	171C3LB · Lab Sup Misc lab supplies	886.39
Credit Card Charge	08/12/2013	244450	Rainin Instrument LLC	Pipettes size (200-1000ml)	233C1LB · Research/mosquito laboratory	2,217.06
Credit Card Charge	08/12/2013	244450	Rainin Instrument LLC	Pipet tip refills & racks for refill	966B1LB · Research proj-Lyme, encephaliti	847.04
Total Nayer Zahiri						12,670.64
 Robert Gay						
Credit Card Charge	07/28/2013	249064	Hsw*hostway.com	Hosting Business-Standard 6/28-7/27/13	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	08/01/2013	244450	Walgreen	Pictures development-vehicle accident	428A9OP · Accident Repairs	34.24
Credit Card Charge	08/02/2013	243230	Misc- AP	Old Port Lobster-Meeting @ Redwd City Cty Council Office	721D1AD · Misc Meeting Expenses	55.42
Credit Card Charge	08/09/2013	244309	Microsoft	Windows Intune 08/01/2013-08/31/2013	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	08/16/2013	244309	Microsoft	Exchange Online Standard Service 08/2013	856J4AD · Microsoft Intune & Email Servic	96.00
Total Robert Gay						471.61
 Total US Bank Credit Card						14,966.10



P.O. BOX 6343
FARGO ND 58125-6343

F-10
Aug



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 08-22-2013
AMOUNT DUE \$14,966.10
NEW BALANCE \$14,966.10

PAYMENT DUE ON RECEIPT



000002546 1 MB 0.405 106481252391075 P

SMCMAD
ROBERT GAY
1351 ROLLINS RD
BURLINGAME CA 94010-2409

AMOUNT ENCLOSED
\$

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

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

[REDACTED] 001496610 001496610

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
SMCMAD	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	New Balance
Company Total	\$6,063.32	\$15,115.67	\$0.00	\$0.00	\$0.00	\$149.57	\$6,063.32	\$14,966.10

MARKETING MESSAGES

As of May 31, 2013 U.S. Bank National Association ND is merging into U.S. Bank National Association. This merger will have no effect upon the services you receive from U.S. Bank.

CORPORATE ACCOUNT ACTIVITY				
SMCMAD	TOTAL CORPORATE ACTIVITY \$6,063.32 CR			
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-16	08-16	74798263228000000001652	PAYMENT - THANK YOU 00000 C	6,063.32 PY

NEW ACTIVITY				
DEVINA S WALKER	CREDITS \$0.00	PURCHASES \$1,002.71	CASH ADV \$0.00	TOTAL ACTIVITY \$1,002.71

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 08/22/13	DISPUTED AMOUNT .00	PREVIOUS BALANCE	6,063.32
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 14,966.10		PURCHASES & OTHER CHARGES	15,115.67
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	149.57
		PAYMENTS	6,063.32	
		ACCOUNT BALANCE	14,966.10	



Company Name: SMCMD
Corporate Account Number: [REDACTED]
Statement Date: 08-22-2013

NEW ACTIVITY						
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
07-26	07-25	24493983207207298600118	ONCE UPON A METRO BURLINGAME CA	107.05		
08-16	08-15	24493983228207298800259	ONCE UPON A METRO BURLINGAME CA	96.90		
08-19	08-17	24013393230001201011149	MYSTERY RANCH MYSTERYRANCH. MT	646.10		
08-20	08-19	24431063232400541000302	BIG 5 SPORTING GOODS 433 SAN BRUNO CA	54.49		
08-21	08-19	24801633232286000000012	ZORBAS PIZZA 650-875-1616 CA	75.42		
08-22	08-21	24493983233206677300017	ROYAL DONUT BURLINGAME CA	22.75		
BRIAN WEBER			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]			\$0.00	\$735.29	\$0.00	\$735.29
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
07-24	07-23	24055233205286320500076	SERRAMONTE FORD COLMA CA	652.69		
07-26	07-25	24431063207091649000566	BIG 5 SPORTING GOODS 092 SAN MATEO CA	54.61		
07-29	07-26	24323003208123207010178	CRESO EQUIPMENT RENTA BURLINGAME CA	27.99		
NAYER ZAHIRI			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]			\$29.41	\$12,700.05	\$0.00	\$12,670.64
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
07-26	07-24	24071053206987157607451	REDWOOD TRADING POST REDWOOD CITY CA	179.83		
07-29	07-26	24493983207206288400778	MYTOPO.COM 877-587-9004 MT	330.95		
07-29	07-26	24692163207000655248318	LOWES #01019* SAN BRUNO CA	68.62		
07-29	07-26	24707803209980152470741	BIOQUIP PRODUCTS INC 310-667-8800 CA	213.37		
07-30	07-29	74692163210000647405794	LOWES #02452* SO SAN FRANCI CA	29.41 CR		
07-31	07-30	24164073211095301001131	FISHER SCI ATL 800-7667000 GA	219.64		
07-31	07-30	24692163211000073320438	INVITROGEN*23394528 800-955-6288 CA	2,413.81		
07-31	07-30	24692163211000073320479	INVITROGEN*23394657 800-955-6288 CA	2,221.97		
08-01	07-31	24692163212000413375497	LOWES #01019* SAN BRUNO CA	66.72		
08-07	08-06	24692163218000675462185	INVITROGEN*23405975 800-955-6288 CA	815.92		
08-07	08-06	24692163218000675462227	INVITROGEN*23406044 800-955-6288 CA	419.95		
08-08	08-06	24246513219554000515089	BED BATH & BEYOND #158 SAN MATEO CA	32.76		
08-09	08-08	24164073220095081001219	FISHER SCI ATL 800-7667000 GA	94.05		
08-09	08-07	24789303220220398894108	LAMPIRE BIOLOGICAL LAB 215-7952838 PA	191.75		
08-13	08-12	24445003225600144971960	RAININ INSTRUMENT LLC OAKLAND CA	1,480.22		
08-13	08-12	24445003225600144972042	RAININ INSTRUMENT LLC OAKLAND CA	886.39		
08-13	08-12	24445003225600144972125	RAININ INSTRUMENT LLC OAKLAND CA	2,217.06		
08-13	08-12	24445003225600144972208	RAININ INSTRUMENT LLC OAKLAND CA	847.04		
CASEY STEVENSON			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]			\$120.16	\$206.01	\$0.00	\$85.85
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
08-05	08-01	24610433214010174498283	THE HOME DEPOT 628 SAN CARLOS CA	206.01		
08-07	08-06	74431063219091643000274	BIG 5 SPORTING GOODS 092 SAN MATEO CA	54.61 CR		
08-08	08-06	74246513219708000090957	SEARS ROEBUCK 1199 SAN MATEO CA	65.55 CR		



Company Name: SMCMAD
Corporate Account Number: [REDACTED]
Statement Date: 08-22-2013

NEW ACTIVITY					
ROBERT GAY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$471.61	\$0.00	\$471.61
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-29	07-28	24906413209002506943526	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
08-02	08-01	24445003214600143492649	WALGREENS #6655 BURLINGAME CA	34.24	
08-05	08-02	24323043215577406010544	OLD PORT LOBSTER SHACK REDWOOD CITY CA	55.42	
08-12	08-09	24430993222400816104822	MSFT *ONLINE BILL.MS.NET WA	264.00	
08-19	08-16	24430993229400819044606	MSFT *ONLINE BILL.MS.NET WA	96.00	

Department: 00000 Total: \$14,966.10
 Division: 00000 Total: \$14,966.10

Agenda Item # 11.

MANAGER'S REPORT

SUBJECT: State, Agency and District Activities

Legislative Update

- Nothing to report at this time.

Mosquito and Vector Control Association of California (MVCAC)

- Fall Meeting is at the Embassy Suites in Seaside October 23-25. Attending are Assistant Manager Weber, Laboratory Director Zahiri, and probably myself.

Vector Control Joint Powers Agency (VCJPA)

- Nothing to report at this time.

American Mosquito Control Association (AMCA)

- **AMCA 2014 Annual Conference.**
 - The annual conference will be in Seattle, Washington at the Sheraton Seattle on February 2-6, 2014.
 - Trustee attendance is encouraged at the National Conference AMCA. District Policy 4020.1001 states: Trustee attendance is restricted to the Board President, or another Board Officer, or a representative appointed by the Board President according to Policy 4040.80 and up to **two (2) members** of the Board on a rotational basis.

California Special District Association (CSDA)

- Those trustees attending the conference will provide their reports at agenda item # 12.

District Program Updates

- **West Nile Virus (WNV) Update for California**

- Ten (10) horses in seven (7) counties have tested positive for WNV and four died.
- 1,095 dead birds have tested positive for WNV from 38 counties similar numbers to last year. We have only recorded “chronic positive” birds and squirrels.
- 2,380 mosquito pools from 27 counties have tested positive for WNV. None of our mosquito pools are positive to date.
- 404 sentinel chickens have turned positive for WNV among 99 flocks in 25 counties. None of our sentinel chickens have turned positive to date.
- Our proactive and aggressive larviciding programs are successfully keeping the adult Culex mosquitoes at very low levels thus helping to prevent the spread of WNV within our communities.

- **Eradication Work on the Invasive Mosquito (Aedes aegypti)**

- Yellow Fever and Dengue Fever mosquito (Aedes aegypti), was identified in the Holy Cross Cemetery, City of Menlo Park on August 22, 2013.
- We have now found the mosquito in 20 properties surrounding the cemetery.

Public Outreach for Controlling Aedes aegypti

- **CERT – Community Emergency Response Team**
- Printed a special Door Hanger (Public Health Advisory) to use during the door to door inspections of residential properties.
- Printed an Ovitrap Information Sheet and Surveillance Forms for Residents who receive an Ovitrap to place in their yard.

Surveillance Operations for Aedes aegypti

- **Ovitrap for collecting Aedes aegypti eggs.**
 - Using additional Ovitrap (40) within residential properties around the Holy Cross Cemetery.
 - ArcView mapping is being used to show the newly deployed Ovitrap.
- **Door to Door Inspections**
 - Operational and Laboratory staff with seasonal staff support and a staff member from Public Health started on Tuesday, August 27th door to door inspections surrounding the Holy Cross Cemetery.
 - 🚩 Visited more than **1,000 residents**.
 - 🚩 The District operational staff is receiving excellent support from the local residents.

- **Cemetery Inspections**
 - The flower holding containers in the cemetery were inspected and found to be heavily infested with mosquito larvae.
 - Cemetery personnel removed the provided plastic flower vases.
 - District staff will continue to monitor the cemetery for larvae in the remaining flower vases and other small flower holders.
 - District will work with the cemetery staff on the monitoring of the new flower vases that are used over the next year.

- **BG Sentinel Trapping Devices**
 - District continues to employ the BG Sentinel traps
 - ArcView mapping will include the BG Sentinel trapping sites.

- **Adult Mosquito Sticky Trapping Devices**
 - District continues to employ 10 new sticky traps that are apparently very effective for collecting *Aedes aegypti*.
 - They use an infusion of decomposing vegetation to help attract the adult mosquitoes.
 - We are deploying these traps around the cemetery.

Control Operations for *Aedes aegypti*

- **Cemetery Control Operations.**
 - Gel for Cemetery Urns. Purchased 250 pounds of a gel product that when placed in the flower urns turns into small gel beads. The urns with the gel will still support flowers.
 - Expensive vases not removed by the Cemetery staff will be left and the District will treat with a small pellet of Altosid to kill any eggs that hatch into larvae within any water in the bottom of the vase.
 - Altosid pellets will control mosquito larvae for up to 30 days after that an additional pellet will need to be used for further control.
 - District staff will also treat with the Altosid pellet the permanent vase cups.

- **Barrier Treatments**
 - We have not implemented the barrier treatments as this time due to the lack of adult mosquitoes.

- **Adult Mosquito Fogging (ULV) Treatments**
 - Operations performed ULV treatments at the Holy Cross Cemetery.

- **Trustee Appointments Expiring**

- The Finance Director Rodriguez has sent letters in September to your appointing agencies as a reminder. Additional letters will go out to other cities in October and reminder calls will be made to the city clerks.
 - President Lerner expires 12/31/13
 - Trustee Wykoff expires 12/31/13
 - Trustee Cogoni expires 12/30/13
 - Trustee DeJarnatt expires 12/31/13
 - Trustee Martinucci expires 1/24/14
 - Trustee Riechel expires 11/23/13
 - Trustee Cairo expires 12/31/13

- **Trustee Ethics Training**

- Trustees are required to complete their ethics training every two years. Please contact the District's administration office for information on your expiration date and the website to complete the training.

- **Trustee Sexual Harassment Prevention Training**

- Training dates are October 15th and 16th.
- Counsel Thompson is providing instructors.

- **Draft Programmatic Environmental Impact Report (PEIR)**

- Assistant Manager Weber is coordinating the final phase of this project.
- The Appendix E Alternative Section is now under review and will require a month to complete.
- This comprehensive environmental impact report reviews all of our integrated mosquito and vector management program areas.
- We will work with the staff of Cardno ENTRIX to produce the District-specific document we will need to complete this process and present for the public's review.

- **Pesticide Purchases Under \$7,500**

- The District placed an order with Clarke Mosquito Control Products for a sole-source mosquito adulticide, Aquahalt®.
 - AquaHalt. Is a synthetic pyrethroid in a water-based formulation.
 - Case contains two - 2 ½ gallon containers
 - Purchased 1 cases for \$2,077.80.

Manager Meetings outside the District between October 9th and November 13th Board Meetings

- ✚ MVCAC Quarterly Meeting in Seaside, October 24-25th.
-

REFERENCE MATERIALS AVAILABLE IN THE OFFICE:

The following publications were received by the District and copies are available to the Trustees if requested.

- A. District Report.
 - B. California Arbovirus Surveillance Bulletin #30, September 27, 2013.
-

ACRONYMS

- A. AMCA = American Mosquito Control Association.
- B. BMP = Best Management Practices
- C. Bs = *Bacillus sphaericus*
- D. Bti = *Bacillus thuringiensis israelensis*
- E. CARMA = California Affiliated Risk Management Authorities
- F. CDC = Centers for Disease Control
- G. CDFG = California Department of Fish and Game (old name)
- H. CDFW = California Department of Fish and Wildlife (new name)
- I. CDPH = California Department of Public Health
- J. CDPR = California Department of Pesticide Regulation
- K. CSDA = California Special District Association
- L. CEQA = California Environmental Quality Act
- M. DPR = "California" Department of Pesticide Regulation
- N. DSC = Delta Stewardship Council
- O. EPA = "United States" Environmental Protection Agency
- P. ERMA = Employment Risk Management Authority
- Q. ESA = Entomological Society of America
- R. IPM = Integrated Pest Management

- S. ISB = Independent Science Board
- T. LAFCO = Local Agency Formation Commission.
- U. LAO = Legislative Analyst's Office
- V. MAD = Mosquito Abatement District
- W. MVCAC = Mosquito and Vector Control Association of California.
- X. MVCD = Mosquito and Vector Control District
- Y. NMFS = National Marine Fisheries Service
- Z. NPDES = National Pollutant Discharge Elimination System
- AA. NRDC = National Resources Defense Council
- BB. OEHHA = Office of Environmental Health Hazard Assessment
- CC. PEIR = Programmatic Environmental Impact Report
- DD. SDLF = Special District Leadership Foundation
- EE. SMCMVCD = San Mateo County Mosquito and Vector Control District
- FF. SOVE = Society of Vector Ecology
- GG. USEPA = U.S. Environmental Protection Agency
- HH. USFWS = U.S. Fish and Wildlife Service
- II. VCJPA = Vector Control Joint Powers Agency
- JJ. VCD = Vector Control District
- KK. XR-G = Extended Residual Granular (pesticide product - Altosid)
- LL. XRT = Extended Residual Tablet (pesticide product – Clarke)
- MM. WNV = West Nile Virus