



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
November 13, 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, October 9, 2013.

ACTION: Motion to approve Consent Calendar items.

8. REGULAR AGENDA

A. Policy 6030 Expense Authorization.

ACTION: Motion to approve the Policy Committee to review Policy 6030.

B. Statements by District Trustees nominated for Board Officer Positions for Calendar Years 2014 and 2015.

C. Trustee Field Day Presentation by Brent Ives, BHI Management Consulting.

ACTION: Motion to approve Brent Ives providing a 3 hour presentation at the December - Trustee Field Day.

9. BOARD COMMITTEE MEETING REPORTS

A. Environmental and Public Outreach

B. Finance

ACTION: Motion to approve Policy 6020.

ACTION: Motion to approve Policy 6030.

ACTION: Motion to approve Policy 6090.

ACTION: Motion to approve Policy 6100.

ACTION: Motion to approve Policy 6110.

ACTION: Motion to approve District Contracting Option for CalPERS Health Benefits Program of all Employees and Employee Groups are on one contract resolution and the contribution method is Equal (GC 22892 B).

ACTION: Motion to approve a one – year contract extension with R. J. Ricciardi, for fiscal year 2013-2014.

ACTION: Motion to approve a one-year contract extension with SCI Consulting Group for fiscal year 2014-2015.

- C. Strategic Planning
- D. Policy

ACTION: Motion to approve Policy 4150.

- E. Ad-hoc Building

ACTION: Motion to approve Resolution M-007-14.

- F. Ad-hoc Electronic Tablet

10. FINANCIAL REPORT

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

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

11. MANAGER’S REPORT

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

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 November 13, 2013 was posted and available for review on November 8, 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 October 9, 2013; Regular Board of Director's meeting.

RECOMMENDATION:

Approval of Consent Calendar.

REFERENCE MATERIALS ATTACHED:

A. Minutes of the October 9, 2013, Regular Board of Directors' Meeting.



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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 OCTOBER 9, 2013
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on October 9, 2013, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Christine Fuller James Ridgeway
 Steve Hedlund Donelle O'Connor
 Jason Seifer Barry Meinerth
 Leon Nickolas Kati Martin
 Valentina Cogoni Peter DeJarnatt
 Robert Riechel Rick Wykoff
 Samuel Lerner Donna Rutherford
 Dick Tagg Christopher Cairo
 Scott Smith

TRUSTEES ABSENT: Betsy Schneider Maria Martinucci, Robert Maynard

OTHERS PRESENT: District Manager, Robert Gay
 Finance Director, Rosendo Rodriguez
 County Counsel, Lee Thompson

REGULAR MEETING OF THE BOARD OF TRUSTEES

6:00PM

1. CALL TO ORDER

President Lerner called the meeting to order at 6:01PM 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 17 Trustees were present with Trustees Schneider, Maynard and Martinucci with excused absences.

4. APPROVAL OF THE AGENDA AS POSTED:

- **Motion by Riechel, 2nd Rutherford, approved by a 17-0 vote of the Board.**

5. OATHS ADMINISTERED TO TRUSTEES:

There were none.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were none.

7. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of September 11, 2013.
- **Motion by DeJarnatt, 2nd Rutherford to approve the consent calendar, approved by the Board 17-0.**

8. REGULAR AGENDA:

- A. Consideration of Policy 4150 and Trustee nomination of Board Officers for Calendar year 2014-2015
- **Motion by Riechel, 2nd by Fuller 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 except that the vote tally and election shall occur at the January 2014 Board Meeting approved by a 17-0 vote of the Board.**
- B. Board Officer nominations for 2014-2015 years are:
 - President: Sam Lerner, Donna Rutherford
 - Vice President: Rick Wykoff,
 - Secretary: Leon Nickolas
 - Assistant Secretary: Barry Meinerth
- **Motion by Seifer, 2nd Fuller to approve the Board Officer Election slate approved by the Board 17-0.**
- C. Statements by candidates will be heard at the November Board meeting.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: *Donna Rutherford Chair***- Met this evening to talk about updating the web site with review and guidance from the Board on content and maintenance.
- B. **Finance Committee: *Rick Wykoff Interim Chair*** – Will meet over the next seven months to discuss: CALPERS, six Policy updates, Earthquake Insurance, VCJPA fund, OPEB, LAIF, restructuring the reserve fund, financial pullout from County, and engineering and auditors contracts.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- No report or meeting scheduled.
- D. **Policy Committee: *Robert Riechel Chair***- No report, will be discussing District's web content policy at the committee's next meeting.
- E. **Ad-hoc Building Committee: *Chair, Dick Tagg***- Will meet with contractors about change orders.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through August. The budget was at 17% which is above the year projection due to one-time budgeted purchases. The District had \$5.2M in cash in the General and Capital Funds combined. Details of the financial report were included in the Board's packet.
- **Action by Riechel, 2nd Nickolas to approve the Financial Documents for fiscal year 2013-2014, July through August 2013, unanimously approved by the Board 17-0.**

11. 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, CA., Assistant Manager and Lab Director will attend.
 - 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 attended the Monterey meeting on September 16-19.
- District Program Updates: Among the items covered were: West Nile Virus winding down throughout the state with an excellent year in San Mateo County with no WNV positives; Education of over 1000 residents of Menlo Park for the Aedes Aegypti activities by staff with the help of the new Laboratory Assistant Warren McDonald. Trustees were reminded to take Preventing Sexual Harassment and Ethics courses.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Among the Trustees who commented were:

- **Trustee Smith:** Gave a report of the District with the help of Manager Gay to the Hillsborough City Council at their Monday night meeting.
- **Trustee Fuller:** Asked Manager Gay if staff would give a presentation to the Daly City Council in the future.
- **Trustee Ridgeway:** Queried if there were further thought of having trustees using electronic tablets instead of receiving paperwork Board pre-packets and other communications that are distributed to Trustees. Trustee Ridgeway stated another district saved \$5K a year on unneeded paperwork which would cover the cost of electronic tablets for all Trustees.
- **Trustees Martin, DeJarnatt, Seifer and Lerner:** gave reports on their attendance to the CSDA meeting in Seaside on September 16-19, and found the meeting informative, interesting, educational and worthwhile for all Trustees to attend. Talks on LAFCO, OPEB, the evolution of Special Districts, and the keynote speaker were some of the highlights.

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Motion by Fuller, 2nd Tagg to approve the next Board meeting for November 13, 2013, unanimously approved by the Board 17-0 vote.

14. ADJOURNMENT:

- Meeting was adjourned at 8:29 PM.

There being no further business, the meeting was adjourned at 8:29PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on October 9, 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 6030 Expense Authorization.

BACKGROUND AND STATUS:

Trustee Wykoff has requested proposed policy change to District Policy 6030.

Trustee Wykoff in conformance with District Policy 1020.10 is requesting the following proposed policy amendment be agendized for Board consideration and the “proposed policy draft” be sent to all Trustees as required by Policy 1020.10.

The current District policy 6030 states:

6030.34 Bidding is not required for the following:

6030.342 Retaining the specialized services of professionals, such as scientists, engineers, **attorneys**, or accountants;

Trustee Wykoff is requesting a change to the hiring of attorneys with the following proposed language to be inserted into the current policy:

“It shall be the responsibility of the District Board to appoint District Legal Counsel to advise the District Board and District Manager on all matters relevant to the legal needs of the District. The appointment shall be based upon qualifications appropriate to local government legal knowledge and experience. A request for proposal shall be developed with the assistance of County Counsel. The Request shall be advertised and a submittal date established. An ad-hoc committee of five Board Members appointed by the President shall review selected candidates and make a recommendation to the Board of Trustees. An agreement with the successful candidate may be granted for up to three (3) years. In an emergency situation (6030.341) or special circumstances the District Manager, on recommendation of appointed Legal Counsel and notification of the President and District Trustees, may retain the service of outside counsel.”

The District Manager has provided a request for proposal (RFP) for District General Counsel for review by the Board.

RECOMMENDATION:

Motion to approve the Policy Committee review Policy 6030 for proposed changes.

REFERENCE MATERIALS ATTACHED:

- A. Policy 6030. Expense Authorization.
 - B. Request for Proposal for District General Counsel.
-



San Mateo County
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1351 Rollins Rd
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POLICIES AND PROCEDURES

TITLE: Expense Authorization

NUMBER: 6030

6030.10 The District Manager shall act as Purchasing Agent unless the Board of Trustees designates an alternative Purchasing Agent. The District Manager may delegate purchasing authority to other appropriate personnel in accordance with work functions and operational feasibility.

6030.20 Any designated Purchasing Agent, within the intent and limitations of the District budget, may purchase all materials, supplies, equipment, furnishings, or services on behalf of and for the benefit of the District. No purchase of goods or services by any person not authorized pursuant to this policy shall be binding upon the District or constitute a lawful charge against any District funds.

6030.30 BIDDING REGULATIONS

6030.31 **LESS THAN \$1000.** Bidding is not required when the item or service to be purchased is less than \$1000 in value.

6030.32 **\$1,000 - \$7,500.** Informal bidding shall be required, when the item or service to be purchased, costs between \$1,000 and \$7,500. Such bidding may be accomplished by written request for bids sent to selected bidders or by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids. The Purchasing Agent shall award the bid to the lowest responsible bidder, unless the Purchasing Agent determines that the public interest requires a different action, a report of which will be made to the Board. The Board of Trustees authorizes the Purchasing Agent to purchase items described in this policy, not to exceed \$7,500 and which will not exceed the District's total budget amount.

6030.33 **ABOVE \$7,500.** When the item or service to be purchased costs more than \$7,500, formal bidding shall be required, except to the extent exempted below. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, use of a bid service, or other reasonable solicitation. Solicited sealed bids will be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendation, unless the Board makes a determination that it would be in the public's best interest to do otherwise. Awarded bids will be retained as part of the District's official record.

6030.34 **BIDDING IS NOT REQUIRED FOR THE FOLLOWING:**

6030.341 Emergency situation exists;

6030.342 Retaining the specialized services of professionals, such as scientists, engineers, attorneys, or accountants;

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

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

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

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

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

6030.37 The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may

accept any such bid. In its sole discretion, the District may reject any and all bids received and it may readvertise for bids or have District staff perform such work.

6030.38 The District Manager is hereby authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$7,500 or less.

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

6030.50 A petty cash fund shall be maintained in the District office in accordance with Section 2312 of the State Health and Safety Code.

6030.51 The petty cash fund shall have a balance-on-hand maximum of \$400.

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

6030.53 Expenditures from this fund may be limited to items costing \$25 or less, plus sales tax, which are a legal charge against the District.

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

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

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

6030.57 The petty cash fund shall be included in the District's annual independent accounting audit.

6030.60 Emergency purchases may be made by designated purchasing agents when the District Manager is not immediately available and the item or items so purchased are immediately necessary for the continued operation of the District, or are immediately necessary for the preservation of life or property. Such emergency purchases shall be subsequently approved and confirmed by the District Manager. If the

District Manager refuses such confirmation, the Board of Trustees may subsequently approve and confirm such purchases. Unless such purchases are so approved and confirmed by either the District Manager or the Board of Trustees, the costs shall not constitute a legal charge against the District.

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

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

Issued:	September 11, 2002
Revised:	February 13, 2013
Legal Review:	February 13, 2013

San Mateo County
Mosquito and Vector Control District
1351 Rollins Road
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(650) 344-8592

San Mateo County Mosquito and Vector Control District

Request for Proposal

General Counsel Services

Date of Issuance: January 9, 2014

Submittal Deadline: February 7, 2014

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT RFP FOR GENERAL COUNSEL SERVICES

I. INTRODUCTION

A. General Information

San Mateo County Mosquito and Vector Control District (the District or SMCMVCD) is requesting proposals from qualified attorneys or law firms to provide legal services as General Counsel for the District. SMCMVCD is a California special district formed under provisions of Health and Safety Code § 2000 et. seq.

II. NATURE OF SERVICES REQUIRED

A. Scope of Legal Services to be provided as General Counsel

The District requires an attorney with prior experience as General Counsel to be responsible for all facets of the general types of legal issues that might arise for a General Counsel. The General Counsel will be expected to keep current in all aspects of law relevant to a General Counsel of a special district and provide counsel and support for the District's Board of Trustees and Manager in the areas of legal compliance, ethics, liability, and risk avoidance.

The following items are specifically required and are presented as a list of duties and scope of work. General Counsel will perform services for the District on an as-needed basis.

Duties and responsibilities shall include the following:

1. Attendance at meetings of the Board of Trustees of the District, as requested by the Board, for the purpose of providing legal services and consultation;
2. Attendance at such other meetings as requested by the President, Board of Trustees, Manager, or other designee;
3. Preparation of resolutions, contracts, and the like concerning the District's business;
4. Preparation of written legal opinions on matters concerning District business at the request of the Board, Manager or designee;
5. Analysis of proposed and enacted legislation published legal opinions, and other matters that may have an impact on the operations of the District.
6. Review of contracts, bid specifications, and purchasing documents for the purposes of legal and policy compliance, appropriate risk transfer, and risk analysis and avoidance.
7. Consultation with District staff and/or the District's labor counsel regarding personnel matters, labor relations matters, litigation, and other matters concerning District business, as requested (that may not otherwise be covered by District agreements with

- other legal resources);
8. Advising the District concerning whether to file claims or commence litigation; and represent the District in connection with certain claims and litigation filed by or against it. Generally outside counsel will be retained in the event of a conflict of interest which disqualifies general counsel from representation. Other counsel may be retained to defend or prosecute actions which in the opinion of general counsel require special expertise or where representation is being provided under a contract of insurance.
 9. Providing advice and assistance to District staff and Trustees on matters of law including, the Brown Act, Government Code, Health and Safety Code, conflict of interest and Political Reform Act and assisting them in seeking advice from regulatory agencies such as the Fair Political Practices Commission.
 10. Provide legal assistance and consultation to District staff and Trustees on matters of environmental compliance, including ESA, CEQA, and NEPA as they pertain to actions by the Staff and Board.
 11. Provide legal assistance and consultation to District staff and Trustees on matters of property rights and property management.
 12. Such other activities as directed by the President, the Board of Trustees, and the Manager, or other designee.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Principal and Secondary Contacts:

The general counsel principal contacts with the District will be Robert Gay, District Manager and the President of the Board of Trustees, who will coordinate the services to be provided.

B. Background Information:

The District History: The San Mateo County Mosquito and Vector Control District was organized in 1916. Its mission is to enhance the quality of life for its community by providing effective and environmentally sound vector control and disease prevention programs through research, development, and public awareness. The District covers the geographical region of San Mateo County, an area of approximately 531 square miles. Its purpose is to control the spread of disease and injury from mosquitoes and other vectors. A 21-member Board of Trustees governs the District. Trustees are appointed by each of the 20 incorporated cities within the boundaries of the District with one seat held by San Mateo County appointee. The regular meetings of Board of Trustees are held on the second Wednesday of every month at 6:00 p.m. Special meetings are held as needed. The District employs 18 full-time employees.

Organizational Structure: The Board of Trustees governs the District. The Manager and administrative staff implement the policies approved by the Board of Trustees and handle the District's day-to-day operations.

Legal Services: The District has been contracting for General Counsel and also utilizes other specialized legal services such as labor/employment and environmental law with law firms with specific expertise in those areas.

VI. PROPOSAL REQUIREMENTS

A. General Requirements:

1. Response Requested:

Your proposal must provide the following information:

1. Submittal Outside Cover Title – Include the RFP title, submittal due date, and the name, address, fax number, and telephone number of principal submitting firm.
2. Cover Letter – Provide a brief (maximum of two pages) submittal cover letter.
 - a. State any changes to the format or deletions of requested materials, which may be a part of the submittal.
 - b. Include a summary describing how the submitter proposes to provide the required services to the District.
3. Identification of Responder.
 - a. Provide the legal name and address of the submitter.
 - b. State the legal form of the submitter, i.e. partnership, corporation, joint venture, and so forth. If the submitter is a joint venture, identify the members of the joint venture team and provide all information required under this section for each member. If the submitter is a wholly owned subsidiary of a parent company, identify the parent company and its address.
 - c. Provide the name, title, address, and telephone number of submitter’s principal contact person for the RFP.
4. Qualifications of the attorney and, if applicable, the firm, including:
 - a. A description of the attorney’s qualifications and experience, including areas of expertise, accomplishments, previous employers/clients, etc.
 - b. A description of the law firm including the size of the firm, other attorneys and support staff, scope (national, regional or local, and indicating the location of the responsible office). Explain the expertise of other members of the firm as it would benefit the District.
 - c. A resume/curriculum vitae including years of experience, education, professional affiliations, etc.
 - d. Relevant prior experience, specifically including work as General Counsel for public agencies, in particular special districts.
 - e. References from several (California public agencies), and special districts (at least five if possible), which have utilized your services including addresses and phone numbers of elected officials or key agency staff who are familiar with your performance and number of years served.

- f. A description of legal services performed for public agencies in the greater San Mateo County area.
 - g. A description of backup attorney(s) within your firm who would be available in your absence and other support staff, both professional and administrative, who would provide resources to this engagement. Resumes of key staff, particularly backup attorney(s), should be included. Backup attorney(s) should have prior qualifying experience while acting in the capacity as General Counsel or Assistant General Counsel for public agencies and/or special districts.
 - h. Any regulatory action, tax liens or legal sanctions taken against the attorney or firm.
 - i. An ability to meet requirements of draft Agreement for Legal Services (attached).
 - j. Services, if any, which have not been listed in this RFP that you believe, might bring value-added to the scope of work proposed by your firm. Value-added includes services that might otherwise be provided by the firm which could be made available to District trustees, and/or staff at no increased cost. Some examples of value-added are: the opportunity to attend firm-sponsored or provided training, a newsletter or annual legal update publication, a firm-sponsored client-only research webpage, a library of existing opinion letters that might be customized to apply to the needs of District, etc.
5. Legal approach:
- a. A statement of how you plan to meet or exceed the scope of work for General Counsel Services described above. This should include, at a minimum, the general approach to providing the requested services, organization of your effort/team and expectation of assistance from District staff.
 - b. A statement of your availability to provide these services based on other clients and commitments.
6. Fees: A full description of proposed fees (and/or retainers required to secure services) for the General Counsel and for all support attorneys and personnel anticipated to participate in this engagement, including whether you charge for travel time and, if so, whether you provide reduced rates for travel time.
7. Disclosures: Disclosures of actual and potential conflicts of interest, if any, including but not limited to identifying each and every matter in which the attorney or firm has, within the past calendar year, represented any entity or individual with an interest adverse to the District, its Board or staff, or any of the boards, agencies, commissions, or organizations to which the District belongs. Provide a statement concerning other potential areas for conflicts of interest to arise because of your work or the work of others in your firm. Do you require a waiver clause to be signed in advance of commencing this employment?

2. Submittal Requirements:

Your submittal must meet the following requirements:

1. **Number of Copies** – Submit two fully executed originals, clearly marked on the cover and four copies.
2. **Authorization** – The submittal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the submitter.
3. **Sealing and Delivery** – The submittal must be SEALED, marked CONFIDENTIAL, and RECEIVED on or before February 7, 2014 at 3:00 p.m. at the office of:
 - a. San Mateo County Mosquito & Vector Control District
 - b. Attn: District Manager
 - c. 1351 Rollins Road
 - d. Burlingame, CA 94010

4. **Compliance**
 - a. Failure to substantially comply with the requirements of this RFP may result in submitter's RFP submittal not being considered.
 - b. The District reserves the right to revise this RFP prior to the due date. Revisions to the RFP shall be mailed to all holders of record. The District also reserves the right to add or delete areas of expected legal advice and work as conditions change from time to time.
 - c. The District will answer questions submitted in writing in the form of Addendum to be issued to all holders of record no later than three (3) days prior to the submittal deadline.
 - d. The District reserves the right to extend the date by which the submittals are due.

3. Evaluation Criteria:

Your proposal will be reviewed and evaluated based on your overall qualifications. Proposals should be concise and to the point to facilitate ease of evaluation. You will be judged on the following criteria, and not solely on the lowest fee.

1. Qualifications of the attorney including recent experience providing General Counsel Services to public agencies and special districts.
2. Qualifications of the attorney and assigned backup/support team.
3. Understanding of the engagement.
4. Acceptability of legal approach and ability to meet deadlines and commitments.
5. Overall fees.
6. Suggestions or offers of additional services that might be considered as value-added.

4. Selection Process:

Submit your written proposal by 3:00 p.m. on February 7, 2014 to:

San Mateo County Mosquito & Vector Control District
Attn: District Manager
1351 Rollins Road
Burlingame, CA 94010

The District will review the proposals and selected attorneys will be asked to participate in an interview. Interviews will commence in February 2014. The Board of Trustees will approve the final selection at the Board Meeting on March 12, 2014.

5. Questions:

Any questions should be directed to Robert Gay, District Manager, at (650) 344-8592. You are welcome to visit the District office upon appointment.

6. Terms and Conditions:

This RFP does not commit the District to award a contract or contracts, to defray any cost incurred in the preparation of a response to this request, or to procure or contract for services. All submittals become the property of the District as public records. All submittals may be subject to public review on request, unless exempted. The District reserves the right to reject all submittals. The District reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date and submittal requirements. If the District cancels or revises the RFP, the District or District's representative will notify all respondents of record in writing. The District reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

Agenda Item # 8.B

REGULAR AGENDA

SUBJECT: Statements by District Trustees Nominated for Board Officer Positions for Calendar Years 2014 and 2015.

BACKGROUND AND STATUS:

Secretary Leon Nickolas is requesting the District Trustees nominated for Board Officer Positions for Calendar Years 2014 and 2015 be provided an opportunity to address the entire Board on their willingness and ability to accept a leadership role as a Board Officer. Each nominated Trustee will be allowed 5 minutes.

Nominees include:

President:	Donna Rutherford and Dr. Samuel Lerner
Vice President:	Richard Wykoff
Secretary:	Leon Nickolas
Assistant Secretary:	Barry Meinerth

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS ATTACHED:

A. None.

Agenda Item # 8.C

REGULAR AGENDA

SUBJECT: Trustee Field Day – Presentation by Brent Ives, BHI Management Consulting.

BACKGROUND AND STATUS:

Historically, the District Trustees schedule Trustees Field Day the 2nd Wednesday of December. The program starts at 9:00 a.m. and begins with three hours of presentations by District Management on programs, finances, building projects, and past or future perspectives. The Trustees then have an opportunity to visit with their Vector Control Technician to hear about their cities programs. We end the program with a barbecue for all Trustees and staff.

This year we have explored the option of having Mr. Brent Ives, the founder of BHI Management Consulting to come into the District and provide a 3 hour workshop on Good Board Governance. Brent also trains District Boards in Strategic Planning for Special Districts, General Manager Evaluations, What Every Board Member Should Know, Supervisory Management, Workforce Planning, The Great Board Chair, Communications, Setting up a New Board Member Orientation Program, and Leadership to name a few.

Many of our Trustees have taken classes from Brent Ives at the CSDA Annual Conferences. In addition, Brent offers On-Demand Video Training that we can purchase for training our Trustees. The cost for a single viewer is \$95 and for up to a group of 12 is \$300. This may be a real option for our District Committees to consider. A few to consider in the future:

- Board President should view the “The Great Board Chair.”
- Strategic Planning Committee should view “Strategic Planning for Special Districts.”
- Managers Evaluation should view “General Managers Evaluations.”
- New Trustees should view “What Every Board Member Should Know.”
- New Trustees should also view “Setting up a New Board Member Orientation Program.”

For the District’s Trustee Field Day on December 11th we would still have the barbecue and the opportunity for Trustees to visit with their Vector Control Technician but instead of District Management providing presentations on District programs we feel following comments in the

past Grand Jury Report and with all the new Trustees it would be more appropriate for the District to fund a special training opportunity by Brent Ives on Good Board Governance.

Brent Ives is willing to come to our District on Wednesday, December 11th from 9:00 – 12:00 a.m., to present a 3 – hour course on “Good Board Governance.” The total cost is \$2,600. This fee includes a one-night stay in a hotel (Tuesday evening) and mileage.

If this Board Training opportunity is approved, District Management also recommends the two Special District LAFCO Commissioners and the Chair of the San Mateo County Special District Association are invited to the training.

RECOMMENDATION:

Motion to approve Brent Ives providing a 3- hour presentation at the December 11th Trustee Field Day.

REFERENCE MATERIALS ATTACHED:

Brent Ives, BHI Management Consulting Presentation Outline.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Mr. Robert Gay, General Manager
San Mateo County Mosquito Abatement District
1351 Rollins Rd.
Burlingame, CA 94010

November 5, 2013

Subject: Proposal to provide workshop for the Board of Directors regarding Board governance and Roles

Dear Mr. Gay,

This letter/proposal outlines the basic approach that BHI Management Consulting will take for leading the Board of Trustees (Board) through a ½ day workshop on various subjects including the Board policy, Board role and good governance. The fee for the preparation and workshop session are included herein. Brent Ives will be the trainer/facilitator for this project. His professional resume and references for like projects are also included.

Approach -

The project will proceed as follows:

1. Consultant will first request all relevant documentation for review allowing added context and background for the workshop. Consultant will also meet with the chief in-person or via conference call to discuss and guide the workshop approach as specific topical challenges.
2. Consultant will facilitate a workshop session with the Board to achieve stated deliverables such as reviewing best practices in the role of the Trustee Board, good governance and Board policy. Consultant will apply numerous examples to the workshop from his years of experience as a consultant to public agencies, his classroom and on-line based training courses as well as his 26 years as a public official. It is anticipated that this workshop would be between 3-4 hours.
3. Consultant will provide a brief written report outlining the results and recommendations for the District in these areas of discussion.

Cost –

Given the necessary preparation and delivery of the workshop and report, BHI Management Consulting proposes the fee of the training to be \$2600.00 fixed price, including travel expenses between Tracy, CA and San Mateo, CA.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Consultant Resume –

Brent Ives has worked with numerous Special Districts and Cities across the state dealing with organizational issues primarily in optimizing operational approach for each Agency as needed. Brent serves as a faculty member on the Special Districts Governance Academy for Special District Board members, teaching classes in “Evaluating the General Manager”, “Foundations of Governance”, “Setting Direction and Community Leadership” and “The Board’s Role in Human Resources”. Brent has taught representative Board members and staff from over 100 agencies across the state and Oregon. He is the Chapter Ambassador for the CSDA and teaches his own curriculum on Strategic Planning for Association sponsored classes across California. He is educated in Organizational Behavior at the University of San Francisco, 26 years experience as a Technical Manager for the Lawrence Livermore National Laboratory and 14 years as a City Council Member in the City of Tracy, California. He is currently the directly elected Mayor of Tracy and a member of the Altamont Commuter Express (commute rail service) Commission, a member of the South County Fire Protection Authority in San Joaquin County and is Chairman of the San Joaquin Council of Governments.

Brent and BHI Management Consulting bring unique perspective to the evaluation process that differentiates them from other firms. Brent is also an experienced manager who has led groups of engineers and technicians on complex multi-million dollar projects for the Department of Energy at the Lawrence Livermore National Laboratory. The experience of being a seasoned elected official of 21 years, of being an experienced manager and of a solid education and experience in organizational behavior, coupled with his firm’s focus on public agencies brings a unique perspective to the manager evaluation process. BHI has performed several similar projects for special districts and other public agencies in the past

I hope that this information adequately presents the qualifications necessary to fulfill your requirements to assist the Board with this workshop. Please feel free to call or email me with any questions or need for clarification. Your signature below and/or a purchase order or other formal notice to proceed will allow the project to begin.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Sincerely,

Brent H. Ives, Principal
BHI Management Consulting

San Mateo County Mosquito and Vector Control District

Dr. Samuel Lerner
Board President

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.

The Environmental/Public Outreach Committee met on November 13th 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 the Finance Committee meetings as an ex-officio member.

The Committee met on October 28th at 6:00 p.m. to discuss the CalPERS Health Benefits Program and District financial policies. There was not a quorum of committee members so the discussions were continued to the Committee meeting held on November 4th at 6:00 p.m.

The Committee met on November 4th at 6:00 p.m. and accomplished work on the CalPERS Health Benefits Program, finance policies, auditor contract and the engineer's contract. Additional discussion on options relating to earthquake insurance, OPEB trust fund, actuarial study, LAIF funds, and the Reserve Funds completed the remainder of the meeting. The December committee meeting will continue with discussion on the Reserve Funds and LAIF accounts. District Management will also pursue a quote from Alliance Insurance Company on earthquake insurance for a later meeting.

The Committee is presenting to the Board at the November Board Meeting the following items for their review and approval.

POLICY 6020 - Fixed Asset Accounting Control

The Committee is recommending minor edits on 6020.90. Policy 6020 showing edits is attached.

POLICY 6030 – Expense Authorization

The Committee is recommending minor edits on 6030.10 and 6030.57. The motion to approve is only directed at these two changes. Policy 6030 showing edits is attached.

We understand the Board's Agenda Item # 8A deals with a separate issue for Policy 6030 – Expense Authorization, of the non-bidding requirement for “Retaining specialized services of attorneys” and this proposed wording change within 6030.342 will be sent to the Policy Committee for editorial changes and then return to the Board for final approval.

These Board actions are two separate issues with the same policy.

POLICY 6090 – Accounts Payable Management

The Committee is recommending this “new” financial policy for approval. The District Auditor is recommending the District incorporate this financial policy as one of many internal controls. Policy 6090 is attached.

POLICY 6100 – Journal Entry Approval

The Committee is recommending this “new” financial policy with minor edits on 6100.50 for approval. The District Auditor is recommending the District incorporate this financial policy as one of many internal controls. Policy 6100 showing edits is attached.

POLICY 6110 – Cash and Cash Management

The Committee is recommending this “new” financial policy with minor edits on 6110.50 and 6110.511 for approval. The District Auditor is recommending the District incorporate this financial policy as one of many internal controls. Policy 6110 showing edits is attached.

All policies that are approved by the Board will have their issued dates if new or revised dates changed to November 13, 2013.

CalPERS Health Benefits Program

The CalPERS Health Benefits Program approved by the Board and employees is slowly moving forward. The District Management and Legal Counsel are completing a CalPERS Applicant questionnaire as a first start to the application process. This first step will take 3-4 months.

The Committee has reviewed the CalPERS Health Benefit Program's Employer Contracting Options and is recommending the Board's contract resolution method is a single resolution for all employees and the contribution method is Equal (GC 22892 b) where the District will make an equal monthly contribution amount to both active employees and retirees enrolled in CalPERS Health Program in concurrence to the current negotiated agreement with the

employees. This resolution will not be on the Board's agenda until spring 2014 and there will be plenty of work in the coming months to move into this benefit program.

For the record: the CalPERS Health Benefits Program is only available for current and future employees. No current retired employees are eligible as they have their own retired health care benefit.

The CalPERS Health Benefits Program handout is attached for review.

District Auditor's Contract

The Committee is recommending the Board approve a one year extension on the contract with R. J. Ricciardi Inc., for auditing services for year ending June 2014.

The District is completing a three – year contract with R. J. Ricciardi, Inc. (2011 – 2013). Michael O'Connor, auditor was hired May 2012 and has done a good job with his auditing review of the financial statements and internal controls.

R. J. **Ricciardi** contract for 2011-13 is attached.

The Committee will discuss next year the decision to consider a Request for Proposal for Auditor Professional Services and then make a recommendation to the Board.

District Engineer's Contract

The Committee is recommending the Board approve a one year extension on the contract with SCI Consulting Group for Professional Consulting, Engineer of Work, and Levy Administration Services for fiscal year 2014 – 2015.

The District is completing a three – year contract with SCI Consulting Group. John Bliss, Civil Engineer has been an outstanding engineer on the District's assessment.

SCI Consulting Group contract for FY 2011-12, 2012-13, and 2013-14, is attached.

Assessment administration must be legally compliant, accurate and efficient. District Management is very pleased with the quality of work completed by SCI.

The Committee will discuss next year the decision to consider a Request for Proposal for Engineer of Work and Levy Administration and then make a recommendation to the Board.

RECOMMENDATION:

Motion to approve Policy 6020 – Fixed Asset Accounting Control.

Motion to approve Policy 6030 – Expense Authorization

Motion to approve Policy 6090 – Accounts Payable Management

Motion to approve Policy 6100 – Journal Entry Approval

Motion to approve Policy 6110 – Cash and Cash Management

Motion to approve District Contracting Option for CalPERS Health Benefits Program of all Employees and Employee Groups are on one contract resolution and the contribution method is Equal (GC 22892 B).

Motion to approve a one-year contract extension with R. J. Ricciardi Inc. for fiscal year 2013 – 2014.

Motion to approve a one-year contract extension with SCI Consulting Group. for fiscal year 2014 – 2015.

REFERENCE MATERIALS AVAILABLE:

- A. Policy 6020 – Fixed Asset Accounting Control.
 - B. Policy 6030 – Expense Authorization.
 - C. Policy 6090 – Accounts Payable Management
 - D. Policy 6100 – Journal Entry Approval.
 - E. Policy 6110 – Cash and Cash Management.
 - F. CalPERS Health Benefits Program Handout.
 - G. R.J. Ricciardi, Inc. Auditors Contract for 2011 – 2013.
 - H. SCI Consulting Group Contract for 2011-2012, 2012-13, and 2013-14.
-



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

POLICIES AND PROCEDURES

TITLE: Fixed Asset Accounting Control

NUMBER: 6020

6020.10 The goal of a fixed asset inventory system and this policy is to provide control and accountability over fixed assets. Fixed assets are tangible assets of significant value with a life span of over one year. An improvement is a replacement of a component part of a fixed asset by an improved or superior part, an addition of new parts, or an alteration or a structural change to a fixed asset, which results in a functional improvement over its original state that materially adds to the value of the asset or appreciably extends its life.

6020.11 The General Fixed Assets are audited every fiscal year according to additions, retirements, and accumulated depreciation. The General Fixed Assets are directed by the Government Accounting Office into separate Fixed Asset Criterion Categories.

6020.20 Fixed Asset Criterion Categories. Fixed assets are valued at cost, including all ancillary charges necessary to place the asset in its intended location and condition for use. The Fixed Asset Criterion Categories are outlined with appropriate ancillary costs:

6020.21 Land. Purchase land price and the following ancillary costs.

6020.211 Legal and Title Fees

6020.212 Professional fees of engineers, surveyors, appraisers, etc

6020.22 Building. New building construction and the following ancillary costs.

6020.221 Professional fees of engineers, surveyors, attorneys, appraisers, financial advisors, architects, etc.

6020.222 Fixtures permanently attached to a building or structure during the initial construction phase and included in the original total cost.

6020.223 Administrative costs including permits, encroachment access costs, septic scoping costs, and other miscellaneous costs association with construction.

6020.23 Building Structure & Improvement. All material goods and equipment permanently attached to building structures used for upgrading or improving the

current structure, or an integral part of, the building structure (i.e. heating and air conditioning equipment, and water heaters) and would include the following ancillary costs. Does not include general routine maintenance (i.e., painting, fluorescent bulbs, slurry sealing, cleaning, or servicing).

6020.231 Professional fees of engineers, architects and contractors.

6020.24 **Equipment.** Separated into four sub-Fixed Asset Criterion Categories.

6020.241 **Vehicular Equipment.** Vehicular equipment includes all heavy and light duty trucks, passenger cars and vans, sport utility vehicles, boats with trailers, hovercraft with trailer, all terrain vehicles with trailers, and forklifts, etc. Vehicular Equipment does not include vehicle maintenance, repairs, or upgrading components on the vehicles.

6020.242 **Administrative Equipment.** Administrative equipment includes all office equipment including; computer equipment and software, appliances, graphic art equipment, cameras, projectors, and fire proof cabinets, etc. Administrative equipment does not include office equipment repairs or maintenance.

6020.243 **Operational Equipment.** Operational equipment includes all pesticide dispersal equipment, shop power tools, chain saws, power washers, and automotive shop equipment, etc. Operational equipment does not include equipment repairs or maintenance.

6020.244 **Laboratory Equipment.** Laboratory equipment includes all microscopes, insect storage cabinets, and scientific equipment, etc. Laboratory equipment does not include glassware, cages, dissecting equipment, etc.

6020.25 **Furniture and Fixtures.** Furniture and fixtures includes all office furniture and fixtures (i.e. blinds, bulletin boards, chairs, and tables) and including the following ancillary costs.

6020.251 Installation and extended warranty costs

6020.30 **Cost Threshold.** The policy is to capitalize and inventory all assets with cost thresholds as follows:

6020.31 **Land.** Valued over \$100,000

6020.32 **Building.** Valued over \$40,000

6020.33 **Building Structures and Improvements.** Valued over \$1,000

6020.34 **Equipment.**

6020.341 **Vehicular Equipment.** Valued over \$2,000

6020.342 **Administrative Equipment.** Valued over \$600

6020.343 **Operational Equipment.** Valued over \$600

6020.344 Laboratory Equipment. Valued over \$600

6020.35 Furniture and Fixtures. Valued over \$600

6020.40 Fixed Asset Inventory Placement. An original invoice is submitted to the Finance Department for payment. All purchases that meet the Fixed Asset Criterion and Cost Thresholds are distinguished as fixed assets and the Finance Department applies the purchase into the General Fixed Asset software program.

6020.50 Fixed Asset Identification Labels. Marking all inventoried fixed assets identifies that the item belongs to the District. It facilitates accounting for the asset and aids in its identification if lost or stolen. Marked items also discourage theft. The following procedures are outlined for label application.

6020.51 The item is entered into the General Fixed Asset software for documentation and depreciation. The information entered includes purchase cost, date of purchase, expected lifespan, vendor and any other appropriate identifying information. Items are assigned a unique fixed asset number, which corresponds to the permanent, identification label placed upon the asset.

6020.52 The placement of the label is dependent on the size and shape of the item but it must be located on the principal body of the asset rather than a removable part. A corresponding numerical label is also affixed to the original purchase documentation for the file. The numerical label will contain the wording "Property of San Mateo County Mosquito Abatement District" and FA-####.

6020.53 Occasionally, it will be impractical or impossible to mark some inventoried fixed assets according to these standards. For example, do not tag if the fixed asset is not susceptible to theft (i.e. land and buildings).

6020.54 Small and attractive assets can be tagged and input into the asset management system along with other assets but must be coded in a manner that allows them to be sorted for reporting purposes. Examples of these items can include: cameras, audio video equipment and specialized hand tools.

6020.55 Responsibility for controlling the fixed asset control numbers rests with the Finance Department. The Finance Department will ensure that adequate controls for safeguarding unused, mutilated, and voided fixed asset inventory tags are established. An inventory listing of all fixed assets is maintained by the Finance Department. An audit of fixed assets is conducted annually.

6020.56 The fixed asset record book is a permanent record and is kept in the Administrative office.

6020.60 Removing Fixed Assets from Inventory

6020.61 The policies and procedures for the removal of fixed assets from inventory shall comply with District Policy # 6050 Disposal of Surplus Property.

6020.62 Fixed assets may be retired and removed from inventory for the following reasons:

- Item was sold
- Item was donated to another District or third party.
- Item is no longer functioning
- Item can no longer be repaired
- Item has expended its useful life or has become obsolete
- Item was lost or stolen

6020.63 Fixed assets are retired when written notice has been submitted for review to the District Finance Director by another District Director that one of the above reasons has been met for a particular asset. A Fixed Asset Retirement form (Appendices 6020-1) shall be prepared with information pertaining to the fixed asset number, original purchase date, amount of original purchase and any current value. A disposal date and reason for disposal is recorded in the Fixed Asset software program, which shall list the item as disposed. Any original purchase documents located in the fixed asset file are pulled and attached to the form. Once the fixed asset retirement form has been completed, it is signed by the District Finance Director and presented to the District Manager for review and approval.

6020.64 A copy of the fixed asset retirement form is provided to the Board of Trustees for review and included on the Board meeting agenda for approval within the Consent Calendar for the next regular Board meeting. Once approved by the Board of Trustees, the Board President and the District Manager signs and dates the form. The original form is then filed in the Fixed Asset book for that fiscal year. An audit of fixed asset retirements is conducted annually

6020.70 Depreciation. All fixed assets are depreciated monthly and reconciled at fiscal year end. Depreciation normally begins when an asset is purchased or placed in service. The fixed asset software program will calculate the proper amount of depreciation. Depreciation will be taken by the straight-line method. In the straight-line method, the cost of the asset (less any salvage value) is pro-rated over the estimated useful life of the asset.

6020.80 Fixed Asset Inventory. The Finance Department will conduct a physical inventory each fiscal year in December for all fixed assets.

6020.90 Fixed Asset Audit. The independent auditors report completed each fiscal year includes a ~~detailed~~ review of the basic financial statements for the Fixed Assets. ~~The auditor's review includes any additions, deletions, total fixed assets amounts, and accumulated depreciation.~~ In addition, the auditor ~~included~~ includes a review of our internal controls over financial reporting and on compliance of our fixed asset accounting and inventory process.

Issued: September 11, 2002
Revised: February 8, 2012
Reviewed by County Counsel: February 17, 2012



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

POLICIES AND PROCEDURES

TITLE: Expense Authorization

NUMBER: 6030

6030.10 The District Manager shall act as Purchasing Agent unless the Board of Trustees designates an alternative Purchasing Agent. The District Manager may delegate purchasing authority to other ~~appropriate~~ personnel in accordance with work functions and operational feasibility.

6030.20 Any designated Purchasing Agent, within the intent and limitations of the District budget, may purchase all materials, supplies, equipment, furnishings, or services on behalf of and for the benefit of the District. No purchase of goods or services by any person not authorized pursuant to this policy shall be binding upon the District or constitute a lawful charge against any District funds.

6030.30 BIDDING REGULATIONS

6030.31 LESS THAN \$1000. Bidding is not required when the item or service to be purchased is less than \$1000 in value.

6030.32 \$1,000 - \$7,500. Informal bidding shall be required, when the item or service to be purchased, costs between \$1,000 and \$7,500. Such bidding may be accomplished by written request for bids sent to selected bidders or by telephone survey of prices, or by such other efforts directed towards obtaining at least three bids. The Purchasing Agent shall award the bid to the lowest responsible bidder, unless the Purchasing Agent determines that the public interest requires a different action, a report of which will be made to the Board. The Board of Trustees authorizes the Purchasing Agent to purchase items described in this policy, not to exceed \$7,500 and which will not exceed the District's total budget amount.

6030.33 **ABOVE \$7,500.** When the item or service to be purchased costs more than \$7,500, formal bidding shall be required, except to the extent exempted below. Such bidding process shall require that a notice be posted at the District office at least ten (10) days prior to the bid opening and that formal requests for bids be solicited either by newspaper publication, trade journal publication, use of a bid service, or other reasonable solicitation. Solicited sealed bids will be awarded by the Board to the lowest responsible bidder based on the Purchasing Agent's analysis and recommendation, unless the Board makes a determination that it would be in the public's best interest to do otherwise. Awarded bids will be retained as part of the District's official record.

6030.34 **BIDDING IS NOT REQUIRED FOR THE FOLLOWING:**

6030.341 Emergency situation exists;

6030.342 Retaining the specialized services of professionals, such as scientists, engineers, attorneys, or accountants;

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

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

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

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

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

6030.37 The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may

accept any such bid. In its sole discretion, the District may reject any and all bids received and it may readvertise for bids or have District staff perform such work.

6030.38 The District Manager is hereby authorized to sign and enter into contracts on the District's behalf when the dollar value of the contract is \$7,500 or less.

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

6030.50 A petty cash fund shall be maintained in the District office in accordance with Section 2312 of the State Health and Safety Code.

6030.51 The petty cash fund shall have a balance-on-hand maximum of \$200.

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

6030.53 Expenditures from this fund may be limited to items costing \$25 or less, plus sales tax, which are a legal charge against the District.

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

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

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

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

6030.60 Emergency purchases may be made by designated purchasing agents when the District Manager is not immediately available and the item or items so purchased are immediately necessary for the continued operation of the District, or are immediately necessary for the preservation of life or property. Such emergency purchases shall be subsequently approved and confirmed by the District Manager, or if he

refuses such confirmation, the Board of Trustees may subsequently approve and confirm such purchases. Unless such purchases are so approved and confirmed by either the District Manager or the Board of Trustees, the costs shall not constitute a legal charge against the District.

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

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

Issued:	September 11, 2002
Revised:	February 13, 2013
Legal Review:	February 13, 2013



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

POLICIES AND PROCEDURES

TITLE: Accounts Payable Management

NUMBER: 6090

6090.10 The District strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

6090.20 It is the policy of the District that the recording of assets or expenses and the related liability is performed by an employee independent of the employee responsible for ordering and receiving.

6090.21 The amounts recorded are based on the vendor invoice for the related goods or services.

6090.22 The vendor invoice should be supported by an approved purchase order where necessary, and should be reviewed and approved by the District Manager and a Department Director prior to being processed for payment.

6090.23 Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

6090.30 The primary objective for accounts payable and cash disbursements is to ensure the following.

6090.31 Disbursements are properly authorized.

6090.32 Invoices are processed in a timely manner.

6090.33 Vendor credit terms and operating cash are managed for maximum benefits.

6090.40 All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

6090.41 Accounts payable are processed on a bi-weekly basis. Information is entered into the system from approved invoices with all required documentation attached.

6090.42 It is the policy of the District that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be used to process a payment.

6090.50 For purposes of the preparation of the District's monthly financial statements, all vendor invoices that are received, approved and supported with proper documentation by the 10th of the following month shall be recorded as accounts payable as of the end of the immediately preceding month if the invoice pertains to goods or services delivered by month-end.

6090.60 Control of invoices is established by the District Accountant as soon as invoices are received. Vendors will be instructed to mail all invoices directly to the District Office (attn. accounts payable).

6090.61 Upon receipt of invoices, each invoice shall be "date received" stamped, and distributed to the appropriate Director for approval. When approved by the Director, the invoices will then be distributed to the District Manager for their approval.

6090.70 Prior to any accounts payable being submitted for payment, a "voucher package" shall be assembled. Each voucher package shall contain the following documents.

6090.71 Vendor invoice (or employee or Trustee expense report)

6090.72 Packing slip (where appropriate)

6090.73 Purchase order (for purchases in excess of \$1,000)

6090.74 Work order (for some purchases)

6090.75 Any other supporting documentation deemed appropriate.

6090.80 The following procedures shall be applied to each voucher package by the District Accountant.

6090.81 Check the mathematical accuracy of the vendor invoice.

6090.82 Compare the nature, quantity and prices of all items ordered per the vendor invoice to the purchase order, packing slip and/or work order.

6090.83 Document the general ledger distribution, using the District's current chart of accounts.

6090.84 Obtain the review and approval of the Department Director associated with the goods or services purchased.

6090.841 Approvals by Department Director's indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding's, and agreement to pay vendor in full.

6090.842 Approvals shall be documented with initials or signatures and dates of the approving individual.

6090.85 Obtain the review and approval of the District Manager for all purchases with signatures.

6090.90 To the extent practical, it is the policy of the District to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

6090.100 Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All receipts must be attached, and a brief description of the business purpose of the trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor payment cycle or through the payroll cycle.

6090.110 At the end of each monthly accounting period, the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account).

6090.1101 All differences will be investigated and adjustments will be made as necessary.

6090.1102 The reconciliation and the results of the investigation of differences will be reviewed and approved by the Finance Director.

6090.120 The District Accountant shall also perform on a monthly basis a check of all statements received for unprocessed invoices and check the purchase order file for open P.O.'s that are more than 60 days old and follow up.

Issued: July 10, 2013

Legal Review:



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

POLICIES AND PROCEDURES

TITLE: Journal Entry Approval

NUMBER: 6100

6100.10 Journal entries record accounting information into the accounting system general ledger that are not typically processed through the cash receipts or cash disbursement cycle.

6100.20 Journal entries can be classified as recurring and non-recurring.

6100.21 Recurring journal entries are typically routine in nature and can be repeated weekly, monthly, or quarterly.

6100.22 Non-recurring journal entries are typically entries that record one-time transactions, correct mistakes into the accounting records or are considered unusual.

6100.23 Responsibility for the District's day-to-day accounting records, including journal entry processing, support, and posting, is a function of the District Accountant.

6100.24 This policy defines when additional approval is required for processing journal entries.

6100.25 All journal entries, recurring or non-recurring, shall be supported by appropriate supporting documentation maintained with the accounting records.

6100.30 Recurring Journal Entries

6100.31 These journal entries would not require explicit approval by the District Manager; however do require approval by the Finance Director.

6100.311 Automatically reversing journal entries that reverse a previous months' journal entry, which activity typically occurs in July of a new fiscal year.

6100.322 Recording the monthly amount of cash used or received by the District (from Union Bank statements or San Mateo County statements).

6100.323 Record quarterly interest earnings from San Mateo County or VCJPA.

6100.324 Payroll and benefits related journal entries. (Note: the actual payroll register is approved by the District Manager.)

6100.325 Record transfers of expenditures between funds (Transfer in & Transfer out Accounts).

6100.40 Non-recurring Journal Entries.

6100.41 Journal entries which correct errors in posting to accounts in excess of \$5,000 would require explicit approval by the District Manager.

6100.42 Journal entries below \$5,000 will require approval from the Finance Director.

6100.421 Journal entries which reflect transfers of cash between funds.

6100.422 Recording of other non-standard Journal Entries

6100.50 The District Manager ~~may~~ shall review all recurring journal entries made by the District Accountant and approved by the Finance Director on a quarterly basis and document such review by noting any comments on and signing the journal entries reviewed.

Issued: July 10, 2013

Legal Review:



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

POLICIES AND PROCEDURES

TITLE: Cash and Cash Management

NUMBER: 6110

6110.10 The General Fund is the primary operating account that provides for routine business check disbursements. All cash or checks, and credit card deposits are made into the General Fund.

6110.11 Cash transfers are done on an as needed basis to cover disbursements. Reserves in this account are invested by the County Treasurer's Office and governed by the County Investment Policy.

6110.20 The payroll account is separate from the General Fund (primary operating account).

6110.21 The payroll account is a zero-balance account.

6110.22 The District has contracted with ADP Payroll Service Center to provide payroll services.

6110.23 Only the amount needed to cover each payroll is transferred into the payroll account from the General Fund, based on the amount calculated and communicated by the ADP Payroll Service Center.

6110.231 Transfers from the General Fund into the payroll account are initiated by the Accountant and Finance Director.

6110.232 The District's agreement limits wire transfers from the General Fund to those transfers into payroll only.

6110.24 The District Internal Control Procedures Manual, Administrative and Financial, provides detailed internal controls for the processing of the Bi-Weekly Payroll.

6110.30 Cash reconciliation to County statements for the General Fund and Capital Fund are completed by the Finance Department.

6110.31 The Accountant reconciles the District cash balance on a monthly basis with the County Statement received from the County Controller's Office.

6110.311 The Accountant is not an authorized check signer.

6110.32 The Finance Director verifies the reconciliation is accurate, including any adjusting journal entries resulting from preparing County reconciliation.

6110.321 The Finance Director is not an authorized check signer.

6110.33 The District Manager reviews the reconciled balances and signs the Financial Statements that are presented to the Board of Trustees.

6110.34 The District Manager with the Finance Director reviews the bank account statements on a monthly basis to verify all checks and wire transfers.

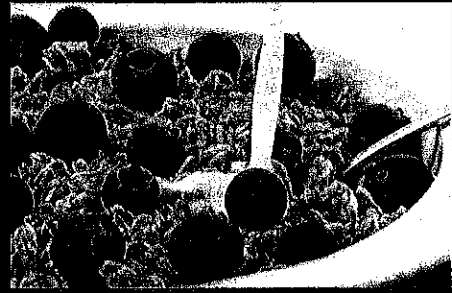
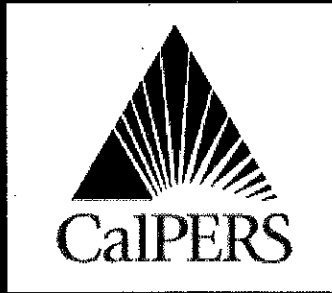
6110.40 Petty cash fund shall be maintained in the District office in accordance with Section 2312 of the State Health and Safety Code.

6110.41 The Petty Cash Policy #6030.50 outlines the procedures and restrictions for this impress funds.

6110.50 The District Manager ~~and Finance Director are~~ is the only employees authorized to initiate a wire transfer with the County Treasurers and Controllers Offices.

~~**6110.51** To prevent anyone other than the District Manager and Finance Director from transacting wire transfers, the District Token was returned to the County Treasurer's Office in December 2011.~~

Issued: July 10, 2013
Legal Review:



**San Mateo County MVCD
Presented by: Rod Wilkinson
January 2013**

CALPERS BACKGROUND

- Over 45 years providing health benefits
- Governed by the Public Employees' Medical and Hospital Care Act (PEMHCA)
- Largest health purchaser in California; second largest purchaser in the nation
- Covers all of California
- Has national and international capabilities

CALPERS HEALTH PROGRAM STATISTICS & HIGHLIGHTS

- Over 1.3 million members in the Health Benefits Program
- About 1,175 Public Agencies and Schools enrolled
- Spends \$6.67 billion to purchase health benefits annually

Trends for CalPERS health plans for the past five years.

Year	HMOs	Self-Funded PPO's	Association Plans	Overall
2009	6.6%	0.0%	5.0%	4.8%
2010	3.4%	3.3%	0.9%	3.2%
2011	10.6%	8.7%	7.2%	9.9%
2012	5.3%	3.0%	2.7%	4.6%
2013	8.7%	13.9%	3.7%	9.6%

OUR HEALTH PROGRAM FEATURES

Actuarial	No Utilization Review
Administrative Fee	Lowest Administrative fees in the state - 0.25% as of 07/01/2012
Billing/Enrollment	Free Automated enrollment and employer-based billing system
Customer Service	Toll-free number for employer and member call centers (888-CAL-PERS) and eight Regional Offices
Contract Protection	Guarantees your agency's health plan will not be cancelled as a result of costly health claims
HBO for Retirees	CalPERS serves as the Health Benefits Officer and coordinates billing for retirees
HBO Training	Free training for Health Benefits Officers
COBRA	CalPERS coordinates enrollment and billing for COBRA participants after employer provides initial notification of eligibility and enrollment
Labor	Reduced labor relations time - CalPERS negotiates rates and benefit design on behalf of all participating agencies
Live/Work Rule	Active members can use residence or employer zip code to qualify for health plans
Employer Engagement	Employers can participate in Health Constituent Workgroup Meetings and yearly rate seminars
Open Enrollment	Annual Open Enrollment held every Fall for members to change enrollments
Participation	100% participation not required
Retiree Health	Health benefits available for eligible retired members of contracting agencies
Survivor Health	Health benefits available for eligible survivors and dependents
Wellness Programs	Cutting-edge wellness and disease management programs

WHO IS ELIGIBLE TO ENROLL?

1) Active Employees

Tenure	Position greater than six months and one day or appointed to work fulltime
Time	Work at least half-time
Retirement Contribution	Must be an eligible member of the agency's retirement system
Contract with CalPERS	Employer must be contracting with CalPERS for Health Benefits

2) Annuitants (Retirees)

Separation	Retire within 120 days of separation date to be eligible
Warrant Check	Receive a monthly retirement warrant (check)
Contract with CalPERS	Employer must be contracting with CalPERS for Health Benefits

3) Family Members

Spouse – Can be added within 60 days after the date of marriage or during any open enrollment period. Copy of a marriage certificate required.

Domestic Partners – Can be added within 60 days after the date of domestic partner registration or during any open enrollment period. Persons of the same sex who are at least 18 years of age, or persons of the opposite sex one of whom must be over the age of 62. Domestic Partners must be registered with the Secretary of State. Copy of Declaration of domestic partnership required.

Natural, Step, or Adopted Children - Children up to the age of 26 (regardless of marital status) are eligible. They are not required to be living at home or be a registered student. Copies of birth certificate or adoption papers are required. Children of domestic partners are also eligible

Dependents in a Parent-Child Relationship – A child up to the age of 26 is eligible if the employee or annuitant has assumed a parental role and is considered the primary care "parent". An "Affidavit of Parent-Child Relationship" must be completed and certified at the time of enrollment for each child and annually up to age 26.

Certified Disabled Dependent – A child over the age of 26 who has never been married and is incapable of self-support due to a mental or physical disability that existed prior to the age of 26

Survivor – The survivor(s) of an eligible annuitant, who qualifies for a monthly warrant through CalPERS or Non-PERS retirement.

Note: Social Security Numbers are required for enrollment of all dependents.

COST SAVING ADVANTAGES OF PEMHCA

Dual Enrollment/Coverage – An individual cannot be enrolled in a CalPERS plan as both a member and a dependent or as a dependent on two enrollments.

Split Enrollment – Children and/or dependents cannot be split between parents that are both enrolled into the CalPERS health plan. All children must be enrolled under one parent.

Retirees Eligible for Premium Free Medicare Part A – Any retiree eligible for premium free Medicare Part A must enroll in Medicare Part B in order to maintain CalPERS eligibility. If a member is not enrolled in Medicare Part B, he or she can enroll during the Medicare General Enrollment Period (January 1 through March 31). If a retiree does not enroll in Medicare Part B, he or she will not be eligible to enroll in CalPERS Health. All CalPERS health plans include pharmacy benefits as good or better than Medicare Part D; members must disenroll from Medicare Part D prior to enrolling in a CalPERS health plan.

ENROLLMENT PERIODS

Open Enrollment – Every Fall so members can change enrollment with an effective date January 1.

Qualifying Events – These include events such as moving, turning 65 and becoming Medicare eligible, loss of coverage, or gaining a dependent.

ANNUAL HEALTH PLAN RATE RENEWAL

- **January – May** The CalPERS Board negotiates rates for the following year
- **June** CalPERS announces Health Plan Benefit Designs and Rates
- **Calendar Year** Rates are based on a calendar year (January 1st to December 31st)

EMPLOYER CONTRACTING OPTIONS

Contract Resolution Methods

- **Single Resolution (All or All By Group)**
 - Employee group(s) are on one contract resolution
 - If one group chooses to discontinue health benefits, all groups must discontinue
- **Multiple Resolution (By Group)**
 - Each employee group uses a separate contract resolution
 - Individual groups within the agency have the flexibility to make changes without affecting other groups.

Contribution Methods

- **Equal (GC 22892 b)**
 - Employer makes an equal monthly contribution amount to both active employees and retirees enrolled in a CalPERS Health Program
 - Employers set level of contribution as long as it meets the minimum contribution as outlined in PEMHCA
- **Unequal (GC 22892 c)**
 - Employer provides a lower contribution amount to annuitants enrolled in a CalPERS Health Program
 - Initial contribution may be as low as one dollar per month per annuitant
 - Increases annually by the number of years an agency contracts multiplied by 5% of the current monthly contribution for active employees

OPTIONAL EMPLOYER RESOLUTIONS

Vesting Resolution (GC 22893)

This resolution allows an agency to implement a "years of service" criterion for employees/retirees to qualify for retirement health benefits.

Survivorship Resolution (GC 22819)

Allows an agency to provide health benefits to survivors not otherwise eligible

Less Than Half-Time Resolution (GC 22807)

Allows an agency to provide health benefits to employees that are working less than half-time

AVAILABLE HEALTH PLAN PROGRAMS

HMO	Kaiser Permanente, Blue Shield Access+, Blue Shield NetValue
PPO (self funded)	PERS Select, PERS Choice, PERS Care (administered by Anthem Blue Cross) CVS Caremark (pharmacy benefit administrator)
Association Plan	Peace Officers Research Association of California (PORAC) This plan is available to dues-paying law enforcement and firefighter members

CALPERS HMO PLAN FEATURES

Features	Kaiser	Blue Shield Access +	Blue Shield NetValue
Provider Network	Serves 31 California Counties Out-of-State Coverage (by zip code): Colorado, Georgia, Hawaii, Maryland, Ohio, Oregon, Virginia, Washington, Washington D.C.	Serves 38 California Counties	Serves 27 California Counties Contra Costa, El Dorado, Fresno, Humboldt, Imperial, Kern, Kings, Los Angeles, Madera, Marin, Nevada, Orange, Placer, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Sonoma, Stanislaus, Ventura, Yolo
Physician Office Visit	\$15 per visit		
Preventive Care (Periodic health exams/screenings, pre/post-natal care, well baby visits, allergy injections, immunizations, hearing evaluations, mammograms, annual physical)	Physician office visit co-pay waived for preventive care		
Emergency Room	\$50 per visit (waived if admitted)		
Urgent Care	\$15 co-pay		
Retail Pharmacy (up to 30 day supply)	Generic: \$5 Brand: \$20	Generic: \$5 Brand: \$20 Non-Formulary: \$50	Generic: \$5 Brand: \$20 Non-Formulary: \$50

CALPERS PPO PLAN FEATURES

Features	PERS Care	PERS Choice	PERS Select
Co-Insurance	90% / 10%	80% / 20%	80% / 20%
Physician Network	Anywhere in California, nationwide, and worldwide on a non-emergency basis	Anywhere in California, nationwide, and worldwide on a non-emergency basis	CA Residents Only Now Available in all 58 California Counties
Physician Office Visits	\$20		
Preventive Care (Periodic Health Exam/Preventive Care, Gynecological Exam, Immunization, Inoculation, Well Baby Care)	\$0		
Calendar Year Deductible	Individual: \$500		
	Family: \$1,000		
Maximum Medical Out-of-Pocket	Individual: \$2,000 Family: \$4,000 <i>Pharmacy annual out-of-pocket per calendar year is \$1,000 in co-pays per person.</i> <i>This does not pertain to retail but only for the mail order program</i>	Individual: \$3,000 Family: \$6,000 <i>Pharmacy annual out-of-pocket per calendar year is \$1,000 in co-pays per person.</i> <i>This does not pertain to retail but only for the mail order program</i>	Individual: \$3,000 Family: \$6,000 <i>Pharmacy annual out-of-pocket per calendar year is \$1,000 in co-pays per person.</i> <i>This does not pertain to retail but only for the mail order program</i>
Retail Pharmacy (up to 30 day supply)	Generic: \$5 Brand: \$20	Generic: \$5 Brand: \$20	Generic: \$5 Brand: \$20

HELPFUL RESOURCES

CalPERS (health plan information, zip codes, rates, updates, and laws relating to health care)

www.calpers.ca.gov

(888) 225-7377

Blue Shield Access+, Blue Shield NetValue (CalPERS Blue Shield of California HMO Plans)

www.blueshieldca.com/calpers

(800) 334-5847

Kaiser Permanente (CalPERS Kaiser HMO Plan)

<http://my.kaiserpermanente.org/ca/calpers>

(800) 464-4000

PERS Select, PERS Choice, PERSCare (CalPERS self-funded Anthem Blue Cross PPO Plans)

www.anthem.com/ca/calpers

(877) 737-7776

CVS Caremark (CalPERS PPO Pharmacy Benefits Administrator)

www.caremark.com/calpers

(877) 542-0284

CalPERS 2014 Health Premiums - Regional Contracting Agencies Only

Basic		2013			2014			Percent Change (+/-)
		Single	2-Party	Family	Single	2-Party	Family	
Basic Premium Rates - Bay Area								
Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yolo, and Yuba								
HMO	Anthem HMO Select	/	/	/	\$657.33	\$1,314.66	\$1,709.06	n/a
	Anthem HMO Traditional	/	/	/	728.41	1,456.82	1,893.87	n/a
	Blue Shield Access+	\$784.63	\$1,569.26	\$2,040.04	836.59	1,673.18	2,175.13	6.62%
	Blue Shield NetValue	670.21	1,340.42	1,742.55	704.01	1,408.02	1,830.43	5.04%
	Kaiser CA	668.63	1,337.26	1,738.44	742.72	1,485.44	1,931.07	11.08%
	UnitedHealthcare	/	/	/	764.24	1,528.48	1,987.02	n/a
PPO	PERS Choice	667.03	1,334.06	1,734.28	690.77	1,381.54	1,796.00	3.56%
	PERS Select	487.20	974.40	1,266.72	661.52	1,323.04	1,719.95	35.78%
	PERSCare	1,083.11	2,166.22	2,816.09	720.04	1,440.08	1,872.10	-33.52%
Basic Premium Rates - Sacramento								
El Dorado, Placer, and Sacramento								
HMO	Anthem HMO Select	/	/	/	\$750.27	\$1,500.54	\$1,950.70	n/a
	Anthem HMO Traditional	/	/	/	840.43	1,680.86	2,185.12	n/a
	Blue Shield Access+	\$702.75	\$1,405.50	\$1,827.15	734.87	1,469.74	1,910.66	4.57%
	Blue Shield NetValue	606.11	1,212.22	1,575.89	618.39	1,236.78	1,607.81	2.03%
	Kaiser CA	613.42	1,226.84	1,594.89	681.59	1,363.18	1,772.13	11.11%
	UnitedHealthcare	/	/	/	643.34	1,286.68	1,672.68	n/a
PPO	PERS Choice	620.49	1,240.98	1,613.27	665.99	1,331.98	1,731.57	7.33%
	PERS Select	453.21	906.42	1,178.35	637.85	1,275.70	1,658.41	40.74%
	PERSCare	1,007.54	2,015.08	2,619.60	694.26	1,388.52	1,805.08	-31.09%
Basic Premium Rates - Los Angeles Area								
Los Angeles, San Bernardino, and Ventura								
HMO	Anthem HMO Select	/	/	/	\$475.86	\$951.72	\$1,237.24	n/a
	Anthem HMO Traditional	/	/	/	549.76	1,099.52	1,429.38	n/a
	Blue Shield Access+	\$530.75	\$1,061.50	\$1,379.95	\$469.91	\$939.82	\$1,221.77	-11.46%
	Blue Shield NetValue	453.35	906.70	1,178.71	395.50	791.00	1,028.30	-12.76%
	Kaiser CA	502.40	1,004.80	1,306.24	541.79	1,083.58	1,408.65	7.84%
	Health Net Salud y Más	/	/	/	425.44	850.88	1,106.14	n/a
	Health Net SmartCare	/	/	/	542.71	1,085.42	1,411.05	n/a
	UnitedHealthcare	/	/	/	487.76	975.52	1,268.18	n/a
PPO	PERS Choice	587.46	1,174.92	1,527.40	599.19	1,198.38	1,557.89	2.00%
	PERS Select	429.08	858.16	1,115.61	573.83	1,147.66	1,491.96	33.73%
	PERSCare	953.90	1,907.80	2,480.14	624.59	1,249.18	1,623.93	-34.52%
Basic Premium Rates - Other Southern California								
Fresno, Imperial, Inyo, Kern, Kings, Madera, Riverside, Orange, San Diego, San Luis Obispo, Santa Barbara, and Tulare								
HMO	Anthem HMO Select	/	/	/	\$536.99	\$1,073.98	\$1,396.17	n/a
	Anthem HMO Traditional	/	/	/	592.20	1,184.40	1,539.72	n/a
	Blue Shield Access+	\$643.93	\$1,287.86	\$1,674.22	543.21	1,086.42	1,412.35	-15.64%
	Blue Shield NetValue	550.03	1,100.06	1,430.08	457.17	914.34	1,188.64	-16.88%
	Health Net Salud y Más	/	/	/	489.82	979.64	1,273.53	n/a
	Health Net SmartCare	/	/	/	568.51	1,137.02	1,478.13	n/a
	Kaiser CA	558.95	1,117.90	1,453.27	602.79	1,205.58	1,567.25	7.84%
	Sharp	/	/	/	538.59	1,077.18	1,400.33	n/a
	UnitedHealthcare	/	/	/	521.01	1,042.02	1,354.63	n/a
PPO	PERS Choice	611.30	1,222.60	1,589.38	612.25	1,224.50	1,591.85	0.16%
	PERS Select	446.49	892.98	1,160.87	586.32	1,172.64	1,524.43	31.32%
	PERSCare	992.61	1,985.22	2,580.79	638.22	1,276.44	1,659.37	-35.70%

CalPERS 2014 Health Premiums - Regional Contracting Agencies Only

Basic		2013			2014			Percent Change (+/-)
		Single	2-Party	Family	Single	2-Party	Family	
Basic Premium Rates - Other Northern California								
Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity, and Tuolumne								
HMO	Anthem HMO Select	/	/	/	\$706.20	\$1,412.40	\$1,836.12	n/a
	Anthem HMO Traditional	/	/	/	767.36	1,534.72	1,995.14	n/a
	Blue Shield Access+	\$777.53	\$1,555.06	\$2,021.58	729.76	1,459.52	1,897.38	-6.14%
	Blue Shield NetValue	\$664.15	\$1,328.30	\$1,726.79	614.13	1,228.26	1,596.74	-7.53%
	Kaiser CA	671.68	1,343.36	1,746.37	745.30	1,490.60	1,937.78	10.96%
	UnitedHealthcare	/	/	/	659.06	1,318.12	1,713.56	n/a
PPO	PERS Choice	649.78	1,299.56	1,689.43	641.08	1,282.16	1,666.81	-1.34%
	PERS Select	474.61	949.22	1,233.99	613.99	1,227.98	1,596.37	29.37%
	PERSCare	1,055.10	2,110.20	2,743.26	668.27	1,336.54	1,737.50	-36.66%
Basic Premium Rates - Out of State								
HMO	Kaiser/Out of State	\$876.46	\$1,752.92	\$2,278.80	\$917.20	\$1,834.40	\$2,384.72	4.65%
PPO	PERS Choice	754.21	1,508.42	1,960.95	706.40	1,412.80	1,836.64	-6.34%
	PERSCare	1,224.67	2,449.34	3,184.14	736.32	1,472.64	1,914.43	-39.88%
Basic Premium Rates - Association Health Plan - All Regions								
ASN	PORAC	\$581.00	\$1,088.00	\$1,382.00	\$634.00	\$1,186.00	\$1,507.00	9.05%

Medicare		2013			2014			Percent Change (+/-)
		Single	2-Party	Family	Single	2-Party	Family	
Medicare Premium Rates - All Regions								
HMO	Anthem HMO Select	/	/	/	\$341.12	\$682.24	\$1,023.36	n/a
	Anthem HMO Traditional	/	/	/	341.12	682.24	1,023.36	n/a
	Blue Shield Access+	\$261.32	\$522.64	\$783.96	298.21	596.42	894.63	-1.83%
	Blue Shield NetValue	261.32	522.64	783.96	298.21	596.42	894.63	1.66%
	Health Net Salud y Más	/	/	/	261.24	522.48	783.72	n/a
	Health Net SmartCare	/	/	/	261.24	522.48	783.72	n/a
	Kaiser CA	288.37	576.74	865.11	294.97	589.94	884.91	14.12%
	Kaiser/Out of State	371.89	743.78	1,115.67	388.65	777.30	1,165.95	-11.63%
	Sharp	/	/	/	306.51	613.02	919.53	n/a
		UnitedHealthcare	/	/	/	193.33	386.66	579.99
PPO	PERS Choice	325.74	651.48	977.22	307.23	614.46	921.69	14.12%
	PERS Select	325.74	651.48	977.22	307.23	614.46	921.69	2.29%
	PERSCare	370.43	740.86	1,111.29	327.36	654.72	982.08	-5.68%
ASN	PORAC	418.00	833.00	1,331.00	397.00	791.00	1,264.00	-5.04%

R. J. RICCIARDI, INC.
CERTIFIED PUBLIC ACCOUNTANTS

April 13, 2012

Mr. Robert Gay, District Manager
San Mateo County Mosquito and Vector Control District
1351 Rollins Road
Burlingame, CA 94010

Dear Robert:

We are pleased to confirm our understanding of the services we are to provide San Mateo County Mosquito and Vector Control District (the District) for the year ended June 30, 2011. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2011.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the District's basic financial statements. As part of our engagement, we will apply certain limited procedures to the District's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Statement of Revenues, Expenditures, and Changes in Fund Balance - budget to actual.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information, of the District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee our financial statement preparation services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

R. J. RICCIARDI, INC.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. Further, we understand that your employees will prepare all information we request in our Client Participation List in the format requested and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fee for the audit and for the preparation of the State of California Controller's Report, including expenses, will be \$9,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above estimated fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Charges for extra services not included in the audit agreement will be charged at the hourly rates stated in R.J. Ricciardi, Inc.'s audit proposal for the District dated March 30, 2012.

Estimated fees for the following two years are as follows:

2012	\$9,000
2013	\$9,000

R.J. Ricciardi, Inc. agrees to provide all of the services and agrees to the terms and conditions set forth in the District's request for proposal (RFP) document and to provide all of the services included in their audit proposal for the District dated March 30, 2012.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work. The District reserves the right to terminate the contract if the auditor does not perform satisfactorily according to the terms and conditions of the agreement.

In addition to the estimated fees noted above, we reserve the right to invoice the District at our standard hourly rates time incurred providing information to successor auditors in compliance with SAS. No. 84. Our invoices and related fees for this service will be payable upon presentation.

R. J. RICCIARDI, INC.

We appreciate the opportunity to be of service to San Mateo County Mosquito and Vector Control District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

R.J. Ricciardi, Inc.

R.J. Ricciardi, Inc.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of San Mateo County Mosquito and Vector Control District:

Officer signature: *James R. [Signature]*

Title: *PRESIDENT OF THE BOARD OF TRUSTEES*

Date: *5/09/2012*



PROPOSAL FOR THE

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

TO PROVIDE

**PROFESSIONAL CONSULTING, ENGINEER OF WORK
AND LEVY ADMINISTRATION**

FOR THE

**NORTH AND WEST SAN MATEO COUNTY
MOSQUITO ABATEMENT ASSESSMENT DISTRICT**

JANUARY 2011

SUBMITTED BY

SCIConsultingGroup
4745 MANGELS BOULEVARD
FAIRFIELD, CA 94534
PHONE 707.430.4300
FAX 707.430.4319
www.sci-cg.com

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SCIConsultingGroup

4745 Mangleis Boulevard • Fairfield, California 94534 • Tel: 707.430.4300 • Fax: 707.430.4319

Wednesday, January 29, 2011

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

Re: Proposal for providing Professional Consulting, Engineer of Work and Levy Administration Services

Dear Mr. Gay

SCIConsultingGroup ("SCI") is pleased to submit, for your review, the enclosed proposal and services agreement to serve as the Engineer of Work to provide professional consulting and levy administration services for the San Mateo County Mosquito and Vector Control District's North and West San Mateo County Mosquito Abatement Assessment District.

The scope of services within this proposal includes all tasks required for the year-round administration of the assessment, as well as other value-added services.

Several recent court decisions have provided important legal guidance for benefit assessments and Proposition 218. In addition to the proposed assessment administration services, SCI will utilize our professional expertise and the collective input from numerous Proposition 218 specialized attorneys throughout the State to review and, if necessary, update the Engineer's Report and assessment methodology to be responsive to recent legal direction for benefit assessments.

Enclosed are two copies of the Agreement. If the Agreement meets with your approval, please sign and return one copy to us and retain the second copy for your records.

Sincerely,

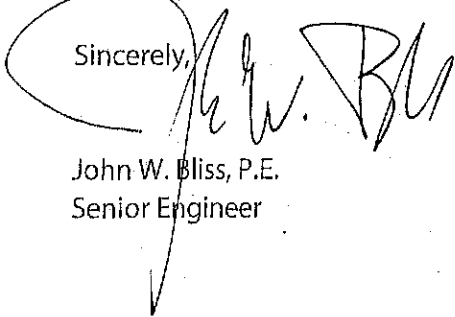

John W. Bliss, P.E.
Senior Engineer

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PROJECT UNDERSTANDING

SCI Consulting Group ("SCI") is pleased to offer our professional consulting, engineering and levy administration services to the San Mateo County Mosquito and Vector Control District's North and West San Mateo County Mosquito Abatement Assessment District. SCI understands that the assessment revenues need to be annually reauthorized and collected in a manner that is legally compliant, accurate and efficient. We also have witnessed that if such assessment administration services are not performed with a comprehensive, intensive and professional approach that includes annually identifying every parcel that should be subject to the assessments and recalculating and verifying the specific amount of assessment for each parcel in the Assessment, the assessment revenues received by the District will not be maximized.

Specifically, our annual scope of services, which will maximize the revenues from the assessments, minimize the District's time and resources needed, and maximize the legal defensibility of the assessments, will include:

- o Initial planning, property research and assistance with preparation of improvement/service plans and budgets.
- o Acquisition of current property data from the County Assessor, other real property information vendors and title companies, comparison of the Assessor data with other property data sources and data accuracy validation services.
- o Maximizing assessment revenues and accuracy with custom, hands-on identification of all parcels within the Assessment boundaries and determination of the updated and current property characteristics for each parcel within the Assessment boundaries.
- o Maximizing assessment revenues and accuracy by using advanced Geographical Information System (GIS) software and current parcel layers to confirm that all parcels are included within the assessment rolls.
- o Maximizing assessment revenues through comprehensive research and confirmation of all levies on a parcel-by-parcel basis. These services have proven to maximize revenues for every public agency for which we have provided levy administration services.
- o Minimizing District time and resources by handling most tasks related to the administration and collection of the assessments.
- o Periodic meetings and conferences with District staff to review findings, property base, budgets, and other relevant items.
- o Preparation of the annual Engineer's Report for the Assessment. These reports will meet all legal requirements and will provide continued justification for the

levies, budgets for levy expenditures by expenditure type, and specific levies for each parcel.

- Preparation of legal notices, resolutions, staff reports and District Board of Trustees review items.
- Acquisition of the final lien date Tax Collector's property roll for all parcels to be included on the tax roll for the upcoming fiscal year.
- Each year, a full second round of research, identification and validation of all new and existing parcels within the Assessment boundaries to conform with the final Tax Collector's parcel roll for all parcels to be included on the upcoming fiscal year tax roll.
- A full second round of identification of all parcels for which the property characteristics have changed (such as newly developed properties).
- Each year, a full second round of recalculation and confirmation of the final upcoming fiscal year's assessment amount for every parcel within the Assessment boundaries.
- Submittal of the final assessment rolls to the County Auditor/Tax Collector and verification of the final assessment amounts for each parcel to be included on tax bills.
- Levy collection reports and confirmation of the accuracy of the Auditor's Tax Roll for each levy.
- Directly responding on our toll-free taxpayer assistance line to property owner inquiries year round regarding the assessments for their property, the basis for the assessments, the services funded or other questions.
- Providing a program developed specifically for the District that provides easy access and reporting of special assessment and property information.
- Assistance with the administration and collection of the assessment revenues.

SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the San Mateo County Mosquito and Vector Control District.

OVERVIEW OF THE SCOPE OF WORK

This Section shall serve to highlight our approach towards levy administration services and other value added services included within this Proposal.

One of the service elements that distinguishes SCI is our comprehensive approach for levy preparation. On a twice-yearly basis, we recalculate and confirm all of the District's assessments on a parcel-by-parcel basis for all properties within the assessment. SCI has developed over fifty unique levy validation/checking queries that we run on each parcel. This approach, while more time consuming than simply relying on Assessor property characteristics and previous levy amounts has consistently proven to result in more accurate levies and higher overall assessment revenues.

The starting point for calculating and confirming the parcel levies for all parcels within the levy district is the current County Assessor's data. However, we do not simply rely on the County Assessor data alone. Rather, we utilize the County data as the initial basis for establishing the property information and parcel listings for property that will be subject to the assessments. As a next step, we acquire, compare and incorporate additional data and property information from other real property vendors, title company information vendors and other sources. More importantly, we extend and enhance this external property data with our internal proprietary Statewide parcel attribute and ownership data sets, including over ten years of parcel maps and historical parcel information.

The second foundation block for accurate assessment levies is the identification and verification of every parcel that should be included in the District's assessment roll. SCI has consistently found that the County Assessor's data often contains inaccurate information to identify parcels and property characteristics. Consequently, our approach begins with the County Assessor and State Board of Equalization information regarding parcels within the Assessment's boundaries. However, we extend, enhance and confirm this information with several layers of other verification and parcel identification approaches. These approaches, which have consistently been proven to identify other parcels that should be included in the assessment rolls, include using updated and historical parcel maps, GIS layers and a comprehensive parcel-by-parcel research to identify all "child" parcels that were created from a source "parent" parcel after a subdivision or parcel reconfiguration.

Only after a comprehensive evaluation and confirmation of data from multiple sources will we begin calculating and confirming assessment levies. This multi-source approach has proven to maximize the annual benefit assessment proceeds by uncovering inaccuracies and outdated information.

After we have carefully identified and verified each parcel that should be included in the assessments and have calculated and determined the levies for each parcel, we will compare our calculated levies for each parcel with the previous year's levy rolls. Every discrepancy and variance with the historical levy data will be researched and confirmed. After this comprehensive research and assessment rate determination work is completed, SCI will develop reports listing each parcel with their upcoming year's assessment amounts.

Furthermore, our proposed scope of services includes periodic on-site meetings, preparation of notices and resolutions, periodic reports for levy submittals and collections, in person attendance at public meetings and the hearing, and taxpayer point of contact services via a toll-free phone number.

QUALIFICATIONS AND EXPERTISE

ABOUT SCI CONSULTING GROUP

SCI provides a broad range of planning, research, engineering, special district administration, revenue measure formation and financing services for local agencies. experts has the expertise to assist in every phase of the assessment administration process, including inception, research and analysis, evaluation of assessment factors, documentation of findings, development of tax reports to meet all current legal requirements for annual assessment continuation, identification of all parcels that should be assessed, calculation and verification of the specific assessment amount for each parcel and levy collection and verification.

SCIConsultingGroup



Serving Public Agencies

With 25 years of benefit assessment, special tax, civil engineering and planning experience, SCI also offers extensive expertise with the important legal and procedural issues involving benefit assessments, special taxes and fees. The principals at SCI are acknowledged experts on benefit assessments, special taxes and fees and were involved with the cleanup legislation for Proposition 218.

In addition, SCI is a frequent presenter and columnist on ballot proceedings and special tax elections for the American Public Works Association, League of California Cities, California Special Districts Association, California Fire Chiefs Association, California Stormwater Quality Association, Coalition for Adequate School Housing, California Parks and Recreation Society, Mosquito and Vector Control Association of California, Institute for Local Self Government, California Association of Public Information Officers, Floodplain Management Association, Bay Area Open Space Coalition, California Conference of Directors of Environmental Health and other organizations.

ABOUT SCI SERVICES

SCI has been effectively serving the needs of public agencies, non-profits and private organizations for over 25 years. Our commitment to quality services is attested by the satisfaction of our clients, the long-term relationships we have developed, and that most of our new business comes through word-of-mouth from current clients.

Following is a summary of our services:

REVENUE MEASURES

- Assessment District Formation / Ballot Proceedings
- Property Related Fee Determination / Ballot Proceedings
- Mello-Roos Community Facilities District Formation / Ballot Proceedings
- Parcel Tax / Special Tax Measures

OPINION RESEARCH AND REVENUE MEASURE FEASIBILITY ANALYSIS

SPECIAL TAX / ASSESSMENT LEVY ADMINISTRATION SERVICES

PUBLIC FINANCE PROGRAMS AND ALTERNATIVES

- LAFCo Annexations and New District Formations
- Compliance with Proposition 218
- Continuing Disclosure & Dissemination Services
- Administrative Systems and Custom Software Solutions
- Parcel Audits and Tax Base Certification

PLANNING SERVICES

- School Facility Fee Justification Reports (Level 1)
- School Facility Needs Analysis (Level 2)
- Developer Fee Nexus Studies
- Developer Negotiations and Full Mitigation Fees
- Facilities Master Plans
- Financing Plans
- Attendance Boundary Studies
- Demographic Studies
- Quimby Land Dedication and In-Lieu Fee Studies
- Cost of Service Analysis and Fee Justification
- Utility Rate Studies
- Land Planning and Real Estate Services

For more information, please visit www.sci-cg.com

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made on MARCH 9, 2011, between San Mateo County Mosquito and Vector Control District, a public agency, ("District") and SCI Consulting Group ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work.** Consultant shall perform the work and render the services described in the attached Exhibit A and incorporated herein (the "Work"). Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
 - a. In exchange for the Work, District shall pay to Consultant a fee for completed phases of Work as described in Exhibit B. The total fee for the Work shall not exceed amounts set forth in Exhibit B. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant's fee shall include all of Consultant's costs and expenses related to the Work.
 - b. At the completion of each phase of Work, Consultant shall submit to District an invoice for the Work performed during the preceding month. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Conflict of Interest.** Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) in the performance of the Work under this Agreement no person having any such interest shall perform any portion of the Work.
5. **Insurance.**
 - a. **Types & Limits.** Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim

- b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name District, its officers and employees as additional insureds regarding liability arising out of the Work.
 - c. **Proof of Insurance.** Upon request, Consultant shall provide to District proof of insurance.
6. **Indemnification.** Consultant shall indemnify, defend, protect, and hold harmless District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of Consultant's performance of the Work and caused by any negligent act or omission, willful misconduct of or by Consultant or its employees, agents and subcontractors.
7. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
8. **Independent Contractor.** Consultant's relationship to District is that of an independent contractor.
9. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.
10. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
11. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
12. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
13. **Default.** In the event that Consultant defaults in the obligations of Consultant under this Agreement, or Consultant defaults in the performance of the terms and conditions of this Agreement, District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a.) enforce performance of the Agreement by Consultant; or b.) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by Consultant through the date of the termination.

14. Cancellation. District or Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by Consultant through the date of the notification of cancellation.

15. Attorney's Fees. In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

16. Notice. Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

Public Agency:

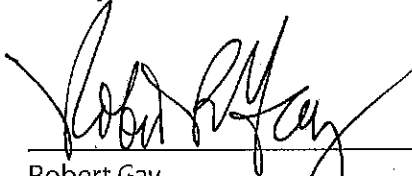
Robert Gay, General Manager
San Mateo County Mosquito and Vector
Control District
1351 Rollins Road
Burlingame, CA 94010

Consultant:

Gerard van Steyn, President
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided above.

Accepted:




Robert Gay
General Manager
San Mateo County MVCD

Date

3/9/2011

Accepted:



Gerard van Steyn
President
SCI Consulting Group

Date

1/25/11

EXHIBIT A – WORK TASKS

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the San Mateo County MVCD.

Definitions

District:	San Mateo County MVCD, its staff and the San Mateo County MVCD Board of Trustees.
Assessment:	The North and West San Mateo County Mosquito Abatement Assessment District.
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of tax or assessment revenues.

TASK 1 - CONFIRMATION OF ASSESSABLE PARCELS AND LEVY CALCULATION

1. Meet with District staff, District Board, legal counsel and other individuals as needed to establish timeline, assist with development of budgets, review assessment data, and accomplish other tasks related to administration of the Assessments.
2. Utilize SCI's statewide data, including current parcel attributes and historical information for every parcel in the District.
3. Obtain current assessor data from the County Assessor and other sources for all parcels within the District and merge with SCI's internal parcel data.
4. Perform a comprehensive audit to identify each parcel that is physically located within the boundaries of the Assessments. Research and reconcile any parcels that we find to be within the District's boundary, but to be inaccurately identified by the County Assessor.
5. Create a complete and highly accurate database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments.
6. Determine the number of parcels in each land use category.
7. SCI maintains complete files of Assessor Parcel Maps for all parcels in the District. Obtain recently updated or revised maps as necessary. Utilize the maps to confirm current parcel attributes and research newly created parcels.
8. Meet with or contact District staff and contact property owners, County Assessor staff and other parties as needed to obtain information or verify Assessments.
9. Research and obtain all property characteristics that are needed to properly calculate the correct assessment amount, including location, property type and land area.
10. Update and maintain a database for each parcel within the Assessment. The data for each parcel will include the owner name(s), site address, property values,

parcel number, assessment factors, assessment amount, mailing address, site address, parcel type, notes and other useful or relevant data.

11. On a parcel-by-parcel basis, calculate the specific assessment amount for each parcel.
12. Obtain the assessment files for the previous fiscal year and structure this historical levy submittal data so it can be used to help compare and analyze the Assessments. Reconcile the assessment data for last year with the District's assessment collections to confirm the accuracy of the data.
13. Research changes in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the District. Flag all parcels that require property research to determine the appropriate assessment.
14. Research all flagged parcels as well as those parcels or areas designated by District staff as requiring further research.
15. Research or field check those properties that are flagged for research and for which additional information is needed.
16. Obtain current fiscal year cost information from the District to use as a basis for the cost estimate in the Engineer's Report and for the budget and cost estimate for each zone of benefit.
17. Project costs based on prior year estimates, actual costs, new or modified services and improvements and other factors. Establish budgets for the Assessments based on information provided by the District.
18. Review the budgets and cost estimates with the District and finalize the budget after incorporating District input.
19. Using the established assessment methodology, allocate the estimated cost of services, improvements and expenses to all assessed parcels within the boundaries of each zone of benefit within the assessment district.
20. Run custom-developed queries on the Assessment Roll to verify and check assessment accuracy for all parcels.
21. Prepare the preliminary Assessment Roll for the Assessment District.

TASK 2 - ENGINEER'S REPORT

1. Work with District's legal counsel to review the Assessment District's compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. City of Pomona, and Greene v. Marin County Flood Control and Water Conservation District. SCI anticipates that the District's assessments are fully compliant with these decisions and the requirements of Proposition 218. However, this additional review may result in some revisions and upgrades to the findings and determinations in the Engineer's Report to more fully comply with recent court decisions and legal requirements for benefit assessments.
2. Carefully evaluate the previous Engineer's Reports for the Assessment District. Make recommendations for upgrades to improve compliance with Proposition 218 and other legal requirements. Review proposed upgrades with District, District Counsel and other parties and incorporate comments as appropriate.
3. Prepare a comprehensive draft Engineer's Report for the Assessment District including historical information, the basis of the assessment, the method of levy, the revenues raised and uses of the funds and the assessment amount for each

parcel. The Engineer's Report will be prepared by John Bliss, a licensed professional engineer certified in the State of California possessing unmatched expertise with post Proposition 218 benefit assessments for similar mosquito/vector control services/improvements. The Engineer's Reports will fully comply with the provisions of the Government Code, the Health and Safety Code, Proposition 218, Articles XIII C and XIII D of the California Constitution and other relevant code sections.

4. Provide draft copies of the Engineer's Report to the District and review the draft Report with the District and legal counsel.
5. As necessary, incorporate comments and suggestions.
6. File the final Engineer's Report with the District.
7. Prepare any needed resolutions and staff reports for the Assessments.
8. Prepare and assist with the publication of any notices for the continuation of the Assessments.
9. Attend District Board meetings, including those at which the Engineer's Report is approved and the public hearing is held.
10. Present the Assessment Roll to District Board, summarize the assessment methodology, answer all questions raised and assist in finalizing the project for Board approval.

QUALITY CONTROL AND LEVY RE-VERIFICATION

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor and Tax Roll from the County.
2. Identify all parcels that are in the Assessment district and subject to the Assessments. Create a new Parcel Roll based upon the final County lien roll data.
3. Identify all new or changed parcels that may require an updated or new assessment calculation.
4. Utilize other real property data information services to obtain additional property information, and to verify and confirm Assessments.
5. Research and update all property characteristics that may affect the assessment amounts for each parcel.
6. Recalculate the final Assessments on a parcel-by-parcel basis.
7. Perform all additional parcel research as necessary.
8. Compare the assessment amount calculated for each parcel with the Assessment Roll for the previous fiscal year and re-verify Assessments for all parcels for which the assessment amount has changed.
9. Prepare reports of parcels with usecode changes from the previous fiscal year to the current fiscal year, and verify the Assessments for such parcels.
10. Prepare reports of new and deleted parcels from the previous fiscal year to the current fiscal year, and verify the Assessments for new parcels.
11. Finalize the Assessment Roll, other documents and supporting materials for the Assessments.
12. After the Assessments and supporting documents have been finalized, another special levy administrator at SCI will perform a comprehensive peer review of all assessment calculations, all documentation and reports and the project schedule and deliverables. Any questions or issues raised are fully researched and resolved.

13. Next, a manager at SCI will perform another full review and quality assurance audit of each assessment district to ensure the highest level of accuracy and that all documents and materials needed for collection of the Assessments are in proper order.
14. After all reviews have been performed and all questions resolved, prepare the final Assessment Roll listing parcel number, owner name, property address, and assessment amount for each Assessor Parcel within the Assessment District. Print Assessment Roll sorted by Assessor Parcel Number and owner's name.

DISTRICT INFORMATION, LEVY CONFIRMATION AND DELINQUENCY MONITORING

1. Develop and make available to the District an Internet based website or computer program that will allow District staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.
2. Meet San Mateo County assessment roll submission requirements and perform tasks needed to submit the assessment levies.
3. File approved Assessment Roll with the County Auditor for inclusion of Assessments on current fiscal year tax bills.
4. Verify and validate Auditor's levy data prior to the printing of tax bills.

MANUAL BILLING FOR CERTAIN PROPERTIES (IF REQUESTED)

1. For any parcels that cannot be collected on County tax bills, prepare a listing of property owners, addresses, property information, current assessment amount and delinquent Assessments.
2. Directly invoice any such property owners for the assessment amounts due for their property.
3. Record payments received in a payment tracking database.
4. Assist the District with collection of delinquent Assessments from these properties.
5. Produce periodic reports for the District of bills paid and those still outstanding.

RESPONDING TO PUBLIC INQUIRIES AND APPEALS

1. Provide the County Auditor/Tax Collector and the District with our toll-free 800 phone lines so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise, a review of specific levies, description of procedures and any other issues.
2. Provide the County Auditor/Tax Collector with our web site address to be used as another resource for property owner inquiries and information dissemination.
3. Provide the County Auditor/Tax Collector with a summary and overview of the Assessments and each zone of benefit for Auditor/Tax Collector staff use.
4. Directly and promptly respond to any property owner, staff or other agency inquiries on our toll free assessment assistance phone lines reached by the number: (800) 273-5167.
5. Throughout the fiscal year, research and, if necessary, revise any Assessments which property owners consider to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are very minimal, if at all.)

6. If any property owners appeal the Assessments for their property, SCI shall investigate the assessment amount and basis for appeal and shall make a recommendation and finding for the District. In the event that the District finds that the Assessments or assessment rate should be adjusted, SCI will adjust the Assessments according to the District's final determination. (Such appeals are very rare.)
7. For any property owner appeals, SCI will coordinate with the District and property owners as appropriate.

DEFENSE AND SUPPORT OF THE ASSESSMENTS

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. Provide a full response to any questions or issues raised about the assessments.
3. In the event of any legal challenge or petition against the assessments, provide any and all professional, assessment engineering and technical support and defense of the assessments. If such services are required, they would be provided in close collaboration with the District.

ADDITIONAL SERVICES INCLUDED

1. Computer services to convert and compile Assessor data into database format and computer services to format and submit levy data for the County Auditor.
2. Duplication of up to 10 copies of the Engineer's Report.
3. Computer services to convert assessment data into format required by the County Auditor.

DELIVERABLES

1. Updated Assessment Boundary Diagram and maps, as needed.
2. A review of the cost estimates, budgets and proposed services and improvements for the upcoming fiscal year.
3. Important updates and enhancements to the assessment justification and Engineer's Report to address recent Proposition 218 and legal developments.
4. Preliminary Assessment Roll and Engineer's Report.
5. Final Assessment Roll and Engineer's Report.
6. Resolutions, notices, draft staff reports and other supporting documents for the continuation of the Assessments.
7. Assistance with the public meetings and hearings for the continuation of the Assessments.
8. Final Assessment Rolls.
9. Forms and certifications required by the County Auditor/Tax Collector.
10. An electronic copy of the assessment data submitted to the County Auditor/Tax Collector.
11. Confirmation of the final Assessments prior to the issuance of tax bills.
12. A report confirming the final assessment levy amounts.

13. Toll free taxpayer assistance telephone number to be provided to the District, the County Auditor and Tax Collector.
14. Prompt and direct response to taxpayer questions throughout the term of this proposal.
15. Summary information about the Assessments, District and services funded, to be provided to the County Auditor and Tax Collector.
16. Periodic reports to the District regarding the Assessments, assessment collections and other developments that may affect the Assessments.

EXHIBIT B – FEE SCHEDULE / MANNER OF PAYMENT

In consideration for the performance of the Scope of Work, SCI shall be compensated as follows:

1. For Fiscal Year 2011-12, the total compensation shall be \$ 19,500 (plus up to \$1,200 incidental), paid as follows
 - a. Upon the filing of the Engineer's Report for District Board consideration, the sum of \$10,000 shall be due.
 - b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$9,500 shall be due.
2. For Fiscal Year 2012-13, the total compensation shall be \$ 19,500 (plus up to \$1,200 incidental), paid as follows
 - a. Upon the filing of the Engineer's Report for District Board consideration, the sum of \$10,000 shall be due.
 - b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$9,500 shall be due.
3. For Fiscal Year 2013-14, the total compensation shall be \$ 19,500 (plus up to \$1,200 incidental), paid as follows
 - a. Upon the filing of the Engineer's Report for District Board consideration, the sum of \$10,000 shall be due.
 - b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$9,500 shall be due.
4. For the creation, mailing, collection and administration of hand-billed service charges (to public agencies and other owners that cannot be collected by the County Auditor), SCI shall be compensated at the rate of \$0.00 per levy bill mailed by SCI. (Note that one bill can contain multiple parcels owned by the same agency/owner) –
5. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost by the District with total cost not to exceed \$1,200 per year, without prior authorization from the District.

Note: All costs associated with this proposal and the scope of services can be financed or refunded by the levy proceeds.

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 next committee meeting will be scheduled for November 18th. The agenda will review the operational program and possibly 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.

Chair Riechel is scheduling a meeting with the District Manager to discuss the policies for review and approval by the Policy Committee and Board.

Chair Robert Riechel is submitting the Policy 4150 Board Officer's Nomination and Election Process for review and approval by the Board. The District Legal Counsel is also reviewing the policy.

RECOMMENDATION:

Motion to approve Policy 4150 – Board Officer's Nomination and Election Process.

REFERENCE MATERIALS AVAILABLE:

A. District Policy # 4150 – Board Officer's Nomination and Election Process.



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

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.~~Each officer may stand for re-election.

4150.20 Overview

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

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

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

4150.24 The new Board Officers will take office at the following ~~January-February~~ 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-November~~ pre-packet that is sent to all Trustees.

4150.40 Process

4150.41 Nominations for the Board officers commence at the ~~October-November~~ 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~~November 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-January~~ 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-November~~ 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-January~~ pre-packets (~~fifteen days after the October Board meeting~~).

4150.42 Election of the Board Officers commences at the ~~November~~ January 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~~ January ~~board-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~~ the January 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-January~~ Board meeting.

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

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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.

Comment [R1]: For a specific office

4150.427 In the event of a three way or more ~~ties~~ 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-January~~ 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-January~~ Board meeting.

4150.432 The elected Board officers will be confirmed at the ~~November-January~~ 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

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 attends the meetings as an ex-officio member.

The seismic retrofitting of the parking garage is now completed. The improvement was accepted on August 30, 2013.

The Building Committee and District Management are recommending the District Board approve Resolution M-007-14. The resolution stipulates the District is executing a notice of completion for the seismic retrofitting of the parking garage.

The District will bring the resolution, notice of completion, and verification to the County Recorder's office once signed for recording into the County records.

The general contractor, James R. Griffin Inc. final cost to complete the seismic retrofitting of the parking garage is \$215,030.56. Rosendo Rodriguez, Finance Director has prepared the final payment for James R. Griffin, Inc. (general contractor). The closeout payment is \$35,183.06.

Summary of James R. Griffin costs:

- Contract Amount = \$211,498.40
- Change Order – Vent Holes = \$3,532.16
- Final cost = \$215,030.56

The original bid by the general contractor was for \$169,866. The request for proposal's scope of work did not include the roofer. The Building Committee during their meeting on May 22, 2013 decided it was in the best interests of the District to have the roofing scope of services transferred from the District's responsibility to that of the General Contractor. As a result, the Building Committee during the general contractor's interview process changed the general contractor's scope of services to include the roofer. All bidding general contractors were informed during

their interviews on May 22, 2013 of the change in scope of services. Neither general contractor had any problems with the change in scope of services.

The District was informed by James R. Griffin Inc., the general contractor that the roofer selected was Westech Roofing. This increased the contract amount to **\$211,498.40**.

The additional CMU wall preparation change order was disapproved and the change order requiring the vent holes was approved. All were covered in previous Board meetings.

To complete this process the District will provide a final payment to James R. Griffin Inc., for **\$35,183.06** and will submit the Notice of Completion Resolution and Verification documents to the County Recorder's office. There is no recorder fee since we are a public agency and own the property.

The next closest proposal to complete this seismic retrofitting of the parking garage was from Rusciano Construction Inc., and their proposal without the roofer scope of services was for **\$421,332**.

RECOMMENDATION:

Motion to approve Resolution M-007-14.

REFERENCE MATERIALS AVAILABLE:

- A. Resolution M-007-14.
 - B. Notice of Completion.
 - C. Verification.
 - D. Add Vent Holes Change Order.
 - E. District Letter to James R. Griffin, Inc.
-

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:



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

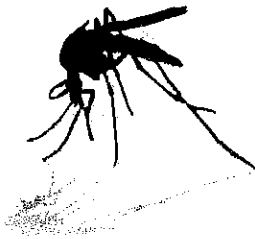
THIS SPACE FOR RECORDER'S USE ONLY

R+T code 6103

RESOLUTION M-007-14

TITLE OF DOCUMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(Additional Recording Fee Applies)
(Govt. Code 27361.6)



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

RESOLUTION M-007-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
EXECUTING THE NOTICE OF COMPLETION (Civil Code Section 3093)**

Notice Is Hereby Given:

1. On June 12, 2013, the San Mateo County Mosquito and Vector Control District, a Special District for the County of San Mateo, California, whose address is 1351 Rollins Road, Burlingame, California, approved at the District's Board Meeting the entering into a contract for work of improvement, to wit:
2. The nature and interest or estate of the District as owner of said site is in fee:
 - a. 1351 Rollins Road, Burlingame, California 94010
3. The name and address of the original contractor is:
 - a. James R. Griffin Inc., 39199 Paseo Padre Parkway, Suite B, Fremont, California 94538-1611
4. A general statement of the kind of work done or materials furnished to the District is as follows: Parking Garage Seismic Retrofit Project,
5. The name of the sureties upon the bond of the Contractor for said work of improvements is: The Ohio Casualty Insurance Company #070013246
6. Said work of improvement was accepted as complete by the San Mateo County Mosquito and Vector Control District on August 30, 2013.

I, the undersigned, declare that I am the President of the Board of Trustees of the San Mateo County Mosquito and Vector Control District and am authorized to execute the foregoing Notice of Completion and this Verification thereof. I have read the foregoing Notice of Completion. I declare under penalty of perjury that the foregoing Notice of Completion is true and correct. Adopted by the Board of Trustees of the San Mateo County Mosquito and Vector Control District on this 13th day of November 2013, in Burlingame, California.

President, Board of Trustees
San Mateo County Mosquito and Vector Control District

Revised 8/13 2013

SMCMVCD Burlingame
Existing Garage Seismic Repair
JRG 13-0024

COR 03 Add Vent Holes

To: Robert Gay

From: David Martin

Description: As required by City of Burlingame and directed by Architect ,
we were directed to place aproximately 475 - 2" vent holes in newly
added plywood on underside of roof framing.

Status: Work complete

General Contractor Work

	Hrs.	Rate	
Cost summary:			
Project Management	0	90.00	0.00
Project Engineer	4	60.00	240.00
Supervision	0	90.00	0.00
Carpentry Foreman	16	90.00	1440.00
Carpentry	0	80.00	0.00
Labor foreman	16	68.00	1088.00
Labor	0	60.00	0.00
Equipment Scissor Lift	4 days	110/day	440.00
Material Drill bits			90.00
Haul			0.00
Consumable/debris			0.00
Subtotal Contractor's work			<u>3,298.00</u>

Subcontracted Work

Subtotal Subcontracted work	0.00
Fee	164.90
Bond (1%)	34.63
Insurance	<u>34.63</u>
Total	3,532.16

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:



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

THIS SPACE FOR RECORDER'S USE ONLY

R+T code 6103

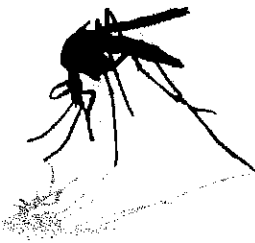
NOTICE OF COMPLETION

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VERIFICATION

TITLE OF DOCUMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(Additional Recording Fee Applies)
(Govt. Code 27361.6)



**San Mateo County
Mosquito and Vector Control District**

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the interest in the real property herein described is owned by San Mateo County Mosquito and Vector Control District, 1351 Rollins Road, Burlingame, California 94010.
2. That the full name and address of the owner of said interest or estate, if there is only one owner, and that the full names and addresses of all the co-owners who own said interest or estate as tenants in common, as joint tenants, or otherwise, if there is more than one owner, are set forth in the preceding paragraph.
3. That the nature of the title of the stated owner, or if more than one owner, then of the stated owner and co-owners is: In fee.
4. That on the August 30, 2013, a work of improvement on the real property herein described was completed.
5. That the name of the original contractor, if any, for said work of improvement was James R. Griffin, Construction, 39199 Paseo Padre Parkway, Suite B, Fremont, California 94538-1611.
6. That the real property herein referred to is situated in the County of San Mateo, State of California, and is described as follows: A 5,000 sq. ft, one story Parking Garage that received a seismic retrofitting that houses 24 vehicles and insecticidal dispersal equipment and biorational products for controlling mosquitoes and other vectors for San Mateo County Mosquito and Vector Control District.

District Manager



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

VERIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Date and Place



**San Mateo County
Mosquito and Vector Control District**

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

November 6, 2013

James R Griffin Inc
Attn: David Martin
39199 Paseo Padre Parkway, Suite B
Fremont, California 94538-1611

RE: Final Payment for Garage Seismic Retrofit Project for SMCMVCD

This letter is to confirm the final payment to be made to JR Griffin for construction services provided for our garage seismic retrofit project at our offices in Burlingame, CA. The total contract amount for this project is for \$211,498.40 of which we have paid \$179,847.50. The balance remaining to be paid on the full contract is \$31,650.90.

In addition, our Board of Trustees Ad Hoc Building Committee met to discuss the two change orders submitted by your company. As our District Manager, Robert Gay discussed with you during your meeting, our Trustees are proposing to pay 100% of Change Order # 3 and no payment will be made for Change Order #1. See proposed payment information below:

Proposed Final Payment to J.R. Griffin Inc.

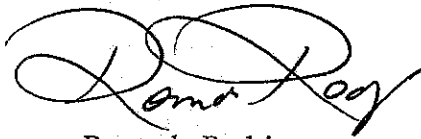
		<u>Notes</u>
Contract Amount:	211,498.40	
Less Payments made		
	6/25/13 (44,044.83)	<i>Inv 14903 paid 6/25/13</i>
	8/7/13 (135,802.67)	<i>Inv 14930 paid 8/7/13</i>
	Total Payments made (179,847.50)	
	<hr/>	
Remaining Bal due at 9/27/13	31,650.90	
Add Change Orders		
(# 3) to be pd in full	3,532.16	<i># 3 Addition of vent holes \$3,532.16</i>
(# 1) will not be paid	0.00	<i># 1 Additional CMU Wall Prep \$7,507.71</i>
	<hr/>	
Proposed Change order Payments	3,532.16	
	<hr/>	
Total payment to be made	<u>35,183.06</u>	

The final total payment to close out this project (as outlined on the previous page) shall be \$35,183.06.

With the final payment, we will draft a resolution which will be presented and approved at our next scheduled Board of Trustees meeting on Wednesday, November 13, 2013. The resolution will confirm the completion of the Garage Seismic Retrofit Project for SMCMVCD and will be sent to San Mateo County for processing.

Should you have any questions, please do not hesitate to contact me directly at (650) 350-2635.

Sincerely,



Rosendo Rodriguez
Finance Director

Agenda Item # 9.F

BOARD COMMITTEE REPORTS

SUBJECT: Ad-hoc Electronic Tablet

BACKGROUND AND STATUS:

Chair Rosendo Rodriguez. Members include Trustees Dr. Scott Smith, Kati Martin, Barry Meinert, Christopher Cairo and staff representative Warren Macdonald (Laboratory Assistant).

The Ad-Hoc Electronic Tablet Committee met on Thursday, October 24, 2013 at 6:00pm. The Committee discussed the following:

1. Benefits of providing Trustees with electronic documents
2. Cloud based file sharing programs to help facilitate the distribution of Board Packets via the web.
3. Discuss the purchasing of electronic devices for some or all of the District's Trustees
4. Short-term and Long-term website upgrades to assist with the sharing of electronic documents for Trustees and staff

The Committee agreed that the first step in the process was to set up a free account with Dropbox to begin testing file sharing via the cloud. Rosendo was tasked with opening up the account and inviting members of the Committee to view shared files. The November-13 board packet will be uploaded to Dropbox and each committee member will have the opportunity to download the packet to their personal electronic device and test the ease of viewing the electronic packet and taking electronic notes.

The Committee has recommended that each Trustee fill out the attached survey as a means to see who currently owns mobile electronic devices that can be used during board meetings. The Committee felt that purchasing new electronic devices for each Trustee would not be a fiscally responsible thing to do with taxpayer dollars. As such, the Committee would like to survey each board member to see who 1) is willing to use their personal electronic device for viewing board packets, 2) which Trustees would like the District to purchase a device for them to be used for

viewing board packets and 3) which Trustees would prefer to continue receiving hard copy board packets mailed directly to their home. The Committee requests that each Trustee complete the survey and return to Rosendo Rodriguez by the November-13 board meeting.

The Committee also discussed future upgrades to the District's website which include a secure log-in section for Trustees and staff. Those sections of the website would include, board packets, committee agendas and minutes, health & safety code, forms, benefits, etc. This is a long term goal and wouldn't be implemented until the District upgrades its current website.

RECOMMENDATION:

Request to have each Trustee complete the attached survey form and return to Rosendo Rodriguez by November 13, 2013.

REFERENCE MATERIALS AVAILABLE:

- A. Electronic Tablet Survey Form
-

Ad-hoc Electronic Tablet Committee

Survey of personal Electronic Devices currently used by Trustees

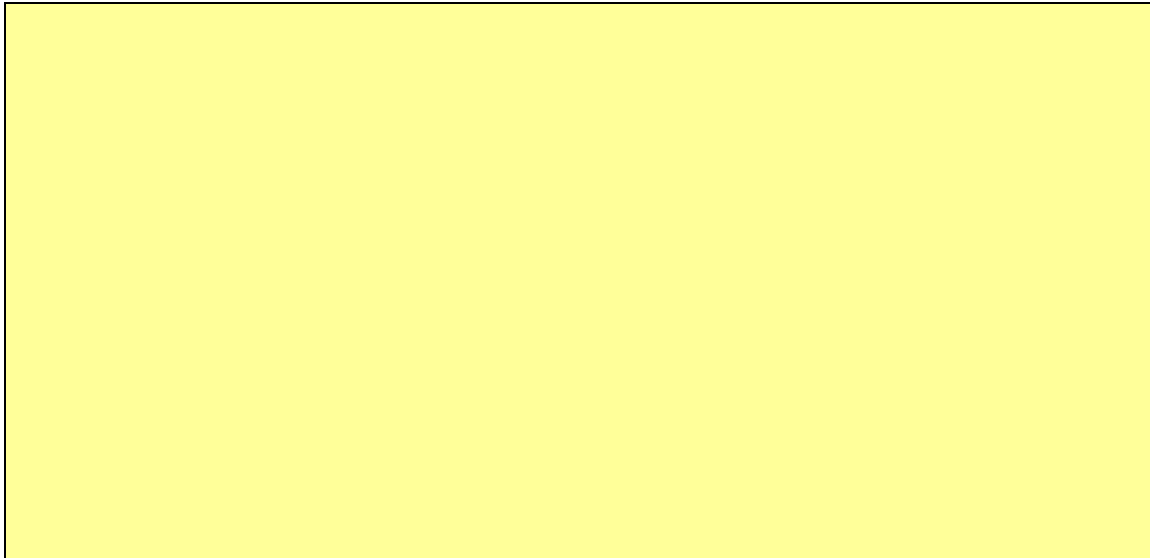
District Trustee,

The Ad-Hoc Electronic Tablet Committee would appreciate your assistance in completing this survey and returning it to Rosendo Rodriguez before or after the board meeting scheduled for November 13, 2013. Our goal is to determine how many Trustees currently own a personal electronic device that can be used during board meetings on a monthly basis. This is part of the District's initiative to promote a paperless environment where we significantly reduce costs associated with producing a paper board packet (potential cost savings include: labor, paper, toner, postage, envelopes, etc.).

Trustee Name: <hr style="width: 60%; margin-left: auto; margin-right: auto;"/>	
Do you currently own a personal electronic device that can be used at the District for viewing board packets in electronic format? <i>Laptops and tablets only; excludes desktop PCs.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, what type of device do you currently use?	<input type="checkbox"/> iPad <input type="checkbox"/> Andriod Tablet <input type="checkbox"/> Windows Tablet <input type="checkbox"/> Laptop (type: _____) <div style="text-align: right;"><i>Windows or Mac?</i></div>
If you do not currently own an electronic device for viewing board packets in electronic format, would you be interested in having one assigned to you by the District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you prefer to continue receiving hard copy board packets which would be mailed to your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

The committee is open to hearing from you with suggestions or feedback on how the District can take advantage of promoting a paperless environment. Please use the space below to provide any comments:

A large, empty yellow rectangular box with a thin black border, intended for providing comments. It occupies the central portion of the page below the introductory text.

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 September, there are several accounts that are above the target rate of 25% 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 25% are due to one-time budgeted purchases or increased costs as follows:

General Fund:

1. Medical / Laboratory (PCR System supplies one-time purchases)
2. Tools & Equipment (PCR supplies & PC equipment one-time purchases)
3. Memberships & Insurance (prepaid annual fees)
4. Dental Insurance (increase due to additional family premiums for staff)

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 25% 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 September-13, the District received consolidated revenues of \$47K mostly related to Service Abatement Agreements \$27k, RDA Pass through Agreements \$14k, and VCJPA Income (interest and miscellaneous) \$6k.

Balance Sheet / Cash Balances: As of September-13, the District had \$4,998,803 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. September 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 November 2013 Board Meeting Financials for the month ended September 30, 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.

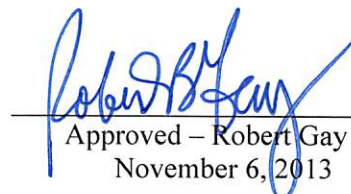
- **Consolidated Funds (General and Capital Funds) Financial Statements** – Consolidated Profit & Loss (with budget) and Consolidated Balance Sheet.
- **F-1 GF and F-1 CPF Actual vs Budget Financial Analysis** – Provides actual month-end and year-to-date expenditures to be compared with the approved 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 **September 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 rodriguez@smcmad.org.

Rosendo Rodriguez
Finance Director


Approved – Rosendo Rodriguez
November 6, 2013


Approved – Robert Gay
November 6, 2013

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Profit & Loss - Consolidated Funds (General & Capital Funds)
for the month ended September 30, 2013

		MTD	YTD	Budgeted	YTD Sept %	25%
		September-13	FY13/14	FY13/14	Balance Remaining	% of FY13/14 Budget
REVENUES						
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	1,642	1,642	1,500	(142)	109.5%
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	26,810	115,865	255,000	139,135	45.4%
2647	Misc Refunds/RDA/RPTTF	13,741	19,057	40,000	20,943	47.6%
2658-11	VCJPA-Misc Income	4,431	4,431	10,000	5,569	44.3%
2658	Other	106	56,927	48,000	(8,927)	118.6%
Total Revenue		46,729	206,732	4,160,680	3,953,948	5.0%
EXPENDITURES						
Salary & Benefits						
4111	Regular Full Time	115,097	341,417	1,515,000	1,173,583	22.5%
4161	Regular Part Time	21,738	63,090	129,000	65,910	48.9%
4311	Social Security	1,453	4,209	10,000	5,791	42.1%
4321	Retirement	36,331	107,896	478,000	370,104	22.6%
4412	Health Insurance	29,618	81,377	369,000	287,623	22.1%
4414	Great-West Deferred Comp	1,000	2,500	13,000	10,500	19.2%
4415	Medicare Insurance	2,010	5,938	24,000	18,062	24.7%
4422	Dental Insurance	5,565	11,904	38,000	26,096	31.3%
4431	Vision Insurance Plan (VSP)	443	1,315	5,300	3,985	24.8%
4440	Employee Commute Benefit	402	1,188	5,500	4,312	21.6%
4442	Long Term Disability	943	2,580	11,300	8,720	22.8%
4451	Unemployment Insurance	963	3,516	18,000	14,484	19.5%
4621	AFLAC Insurance	468	1,577	6,500	4,923	24.3%
Subtotal		216,031	628,508	2,622,600	1,994,092	24.0%
Services & Supplies						
5111	Pesticides	2,101	63,456	250,000	186,544	25.4%
5121	Clothing	1,800	6,836	23,700	16,864	28.8%
5156	Household	138	443	4,200	3,757	10.5%
5171	Medical/Laboratory	1,466	10,887	18,800	7,913	57.9%
5188	Other Misc (Union Bank Fee)	41	115	1,800	1,685	6.4%
5199	Office	678	2,900	20,100	17,200	14.4%
5233	Tools/Equipment	1,489	8,650	19,350	10,700	44.7%
5331	Memberships	0	8,000	18,845	10,845	42.5%
5416	Gasoline/Oil	7,132	22,142	67,000	44,858	33.0%
5428	Miscellaneous Repair	2,959	151,195	295,000	143,805	51.3%
5472	General Maintenance	334	914	9,300	8,386	9.8%
5631	Electric/Gas	2,139	6,273	20,900	14,627	30.0%
5635	Water/Sewer Disposal	381	2,146	9,700	7,554	22.1%
5721	Meetings/Conferences	3,401	10,898	91,800	80,902	11.9%
5856	Services/Consultation	30,458	74,988	238,600	163,612	31.4%
5966	District Special Expenses	(238)	4,463	123,750	119,287	3.6%
6712	Telephone	1,708	5,689	22,500	16,811	25.3%
6725	Liability Insurance	0	49,236	53,000	3,764	92.9%
6731	Other Insurance	0	101,185	102,100	915	99.1%
Subtotal		55,984	530,416	1,390,445	860,029	38.1%
Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	2,523	113,555	144,300	30,745	78.7%
Subtotal		2,523	113,555	144,300	30,745	
Total Expenditures		274,538	1,272,478	4,157,345	2,884,867	30.6%
NET INCOME						
Net Income		(227,809)	(1,065,747)	3,335		

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

As of September 30, 2013

	Sep 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	4,633,516
1010A01 · Cash-VCJPA Property Contingency	36,884
1010A02 · Cash-VCJPA Member Contingency	328,203
1020 · Cash - Petty Cash	200
Total Checking/Savings	4,998,803
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	83,171
Total Accounts Receivable	83,171
Total Current Assets	5,081,974
TOTAL ASSETS	5,081,974
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	40,381
Total Accounts Payable	40,381
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	40,381
Total Liabilities	40,381
Equity	
3021 · 3021 · Prior Period Adjustment	6,996
32000 · Retained Earnings	6,100,343
Net Income	(1,065,747)
Total Equity	5,041,592
TOTAL LIABILITIES & EQUITY	5,081,974

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended September 30, 2013

F-1 GF

REVENUES	MTD September-13	YTD FY13/14	Budgeted FY13/14	YTD Sept %	25%	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 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 CYsecured SB 813	0	0	26,000	26,000	0.0%		
1042 Prop taxes CYunsecurd 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%		
1831 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	1,642	1,642	1,500	(142)	109.5%	% 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	26,810	115,865	255,000	139,135	45.4%		
2647 Misc Refunds/RDA/RPTTF	13,741	19,057	40,000	20,943	47.6%		
2658-11 VCJPA-Misc Income	4,431	4,431	10,000	5,569	44.3%		
2658 Other	106	27,761	46,000	18,239	60.4%		
Revenue Total:	46,729	177,186	4,156,080	3,978,894	4.3%		
EXPENDITURES							
Salary & Benefits							
4111 Regular Full Time	115,097	341,417	1,515,000	1,173,583	22.5%	A	
4161 Regular Part Time	21,738	63,090	129,000	65,910	48.9%		
4311 Social Security	1,453	4,209	10,000	5,791	42.1%		
4321 Retirement	36,331	107,896	478,000	370,104	22.6%		
4412 Health Insurance	29,618	81,377	369,000	287,623	22.1%		
4414 Great-West Deferred Comp	1,000	2,500	13,000	10,500	19.2%		
4415 Medicare Insurance	2,010	5,938	24,000	18,062	24.7%		
4422 Dental Insurance	5,565	11,904	38,000	26,096	31.3%		
4431 Vision Insurance Plan (VSP)	443	1,315	5,300	3,985	24.8%		
4440 Employee Commute Benefit	402	1,188	5,500	4,312	21.6%		
4442 Long Term Disability	943	2,580	11,300	8,720	22.8%	B	
4451 Unemployment Insurance	963	3,516	18,000	14,484	19.5%		
4621 AFLAC Insurance	468	1,577	6,500	4,923	24.3%		
Subtotal	216,031	628,508	2,622,600	1,994,092	24.0%		
Services & Supplies							
5111 Pesticides	2,101	63,456	250,000	186,544	25.4%		C
5121 Clothing	1,800	6,836	23,700	16,864	28.8%		
5156 Household	138	443	4,200	3,757	10.5%		A
5171 Medical/Laboratory	1,466	10,887	18,800	7,913	57.9%		
5199 Office	678	2,900	20,100	17,200	14.4%		D
5233 Tools/Equipment	1,489	8,004	16,100	8,096	49.7%		
5331 Memberships	0	8,000	18,845	10,845	42.5%	F	
5416 Gasoline/Oil	7,132	22,142	67,000	44,858	33.0%		
5428 Miscellaneous Repair	868	4,820	50,000	45,180	9.6%	A	
5472 General Maintenance	334	914	9,300	8,386	9.8%		
5631 Electric/Gas	2,139	6,273	20,900	14,627	30.0%	A	
5635 Water/Sewer Disposal	381	2,146	9,700	7,554	22.1%		
5721 Meetings/Conferences	3,401	10,898	91,800	80,902	11.9%	A	
5856 Services/Consultation	30,458	74,988	238,600	163,612	31.4%		
5966 District Special Expenses	(238)	4,463	121,500	117,037	3.7%	G	
6712 Telephone	1,708	5,689	22,500	16,811	25.3%		
6725 Liability Insurance	0	49,236	53,000	3,764	92.9%	H	
6731 Other Insurance	0	101,185	102,100	915	99.1%		
Subtotal	53,853	383,279	1,138,145	754,866	33.7%		
Fixed Assets							
7311 Equipment	0	0	0	0	0.0%		
Subtotal	0	0	0	0			
Expenditures Total:	269,884	1,011,787	3,760,745	2,748,958	26.9%	% of YTD budget spent	
NET INCOME							
Net Income	(223,154)	(834,601)	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 September 30, 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: Dental Insurance is high due to increases in Family coverage for District employees.

C: 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
Water Sorb	Medium Polymer	246079	08/23/2013	70
Grainger	Lids for pesticide bins	7022840867	09/05/2013	23
Clarke Mosquito Control	Aquahalt 2 x 2.5gal (1cs)	5058397	09/11/2013	2,078
Total				63,456

D: Medical / Laboratory YTD \$10,887 expenditures mostly attributed to PCR system startup supplies.

E: Tools / Equipment YTD \$8,004 expenditures mostly attributed \$2,500 PCR System supplies, \$400 software and \$1,800 Misc pc equipment

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

H: 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	20,176	22,000	1,824	Benefit Assessment Engineer Fees
5856C2AD · Engineering Data Services	0	2,300	2,300	
5856D1AD · Legal Services	15,297	50,000	34,703	See below for details
5856E1OP · Helicopter Service	25,025	30,000	4,975	Helicopter treatment program
5856F1LB · Certification of Equipment (Spring)	325	400	75	
5856G1AD · Postage & Copiers Equip Rental	-3,949	10,000	13,949	10,323.57 Canon copier lease buyout check
5856G2AD · Security & Fire Alarm Maintenance	1,186	5,000	3,814	
5856G3AD · Elevator Maintenance Qtrly	1,112	5,600	4,488	
5856G4AD · Pond/Landscape Service	1,710	12,000	10,290	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	1,680	18,500	16,820	
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	100	400	300	
5856I1OP · Fire Extinguisher Service	45	1,000	955	
5856J1AD · Janitorial Service	2,650	10,500	7,850	
5856J2AD · Comcast Maintenance	874	4,000	3,126	
5856J3AD · Axcient	387	1,700	1,313	
5856J4AD · Microsoft Intune & Email Serv	1,085	6,500	5,415	
5856L1AD · Human Resource Services	401	15,000	14,599	
5856M1AD · Payroll Service	1,053	7,000	5,947	
5856N1AD · Union Bank Monthly Fee	248	2,100	1,852	
5856O1AD · ADP Screening & Selection Svc	1,200	2,900	1,700	
5856Q1AD · District Interns	2,000	0	(2,000)	Budgeted in part-time salary
Total	74,988	238,600	163,612	

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			1,620	

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
County of San Mateo-County Counsel	93013008	09/30/2013	6,316	Legal Services Rendered Thru 8/31/13
Weintraub Tobin	98271103	09/05/2013	416	Legal Services Rendered Thru 8/31/13
Meredith, Weinstein & Numbers, LLP	19720	09/18/2013	2,665	Legal Services Rendered Thru 8/31/13
			15,297	

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - Capital Fund
for the month ended September 30, 2013

F-1 CPF

				YTD Sept %	25%	Footnote:
		Expended September-13	Expended YTD FY13/14	Budgeted FY13/14	Balance Remaining	YTD
REVENUES						
1521	Interest Earned	0	379	2,600	2,221	14.6%
49900	Other Income	0	29,166	2,000	(27,166)	1458.3%
Total Revenue		0	29,545	4,600	(24,945)	642.3%
EXPENDITURES						
Services & Supplies						
5188	Other Misc (Union Bank Fee)	41	115	1,800	1,685	6.4%
5233	Tools/Equipment	0	646	3,250	2,604	19.9%
5428	Miscellaneous Repair	2,091	146,375	245,000	98,625	59.7%
5966	District Special Expense	0	0	2,250	2,250	0.0%
Subtotal		2,132	147,136	252,300	105,164	58.3%
Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	2,523	113,555	144,300	30,745	78.7%
Subtotal		2,523	113,555	144,300	30,745	78.7%
Total Expenditures		4,655	260,691	396,600	135,909	65.7%
NET INCOME						

Net Income (4,655) (231,146) (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	146,375	185,000	38,625	Structural engineer, architect & construction for Earthquake Retrofit Proj
Total	146,375	245,000	98,625	

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	108,027	107,500	(527)	Lab PCR Equipment/Tabletop Centrifuge
Total	113,555	144,300	30,745	

San Mateo County Mosquito & Vector Control
Profit & Loss
 July through September 2013

F-2 GF

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
1521-11 · VCJPA-Interest Income	-	-	1,642	1,642
1521 · Interest Earned	8,430	-	-	8,430
2451 · Service Abatement Income	58,077	30,978	26,810	115,865
2647 · Misc Refunds/RDA/RPTTF	5,316	-	13,741	19,057 A
2658-11 · VCJPA-Misc Income	-	-	4,431 B	4,431
2658 · Other	-	27,655 C	106 D	27,761
Total Income	<u>71,824</u>	<u>58,633</u>	<u>46,729</u>	<u>177,186</u>
Gross Profit	71,824	58,633	46,729	177,186
Expense				
4111 · 4111 · Reg Full-time Position	60,579	165,741	115,097	341,417
4161 · 4161 · Reg Part-Time Position	11,779	29,573	21,738	63,090
4311 · Social Security	848	1,908	1,453	4,209
4321 · 4321 · County Retirement Plan	35,234	36,331	36,331	107,896
4412 · 4412 · Health Insurance	29,093	22,667	29,618	81,377
4414 · 4414 · Great-West Deferred Comp	1,000	500	1,000	2,500
4415 · 4415 · Medicare Insurance	985	2,943	2,010	5,938
4422 · 4422 · Dental Insurance	3,356	2,983	5,565	11,904
4431 · 4431 · Vision Insurance Plan	428	443	443	1,315
4440 · 4440 Employee Commute Benefit	412	374	402	1,188
4442 · 4442 · Long Term Disability	819	819	943	2,580
4451 · 4451 · Unemployment Insurance	749	1,805	963	3,516
4621 · AFLAC Insurance	444	665	468	1,577
5111 · 5111 Pesticides	49,124	12,232	2,101	63,456
5121 · Clothing	3,319	1,718	1,800	6,836
5156 · Household	44	261	138	443
5171 · Medical/Laboratory	5,143	4,278	1,466	10,887
5199 · Office	661	1,560	678	2,900
5233 · Special Tools/Equipment	2,722	3,793	1,489	8,004
5331 · Memberships (Association dues)	8,000	-	-	8,000
5416 · Gasoline/Oil/Grease	6,983	8,027	7,132	22,142
5428 · Misc Repairs-Mtce Equipment	1,730	2,223	868	4,820
5472 · 5472 · General Maintenance	376	204	334	914
5631 · Electricity/Gas	2,070	2,063	2,139	6,273
5635 · 5635 · Water/Sewer Disposal	205	1,559	381	2,146
5721 · Meeting/Conferences	5,493	2,004	3,401	10,898
5856 · Services/Consultations	31,802	12,728	30,458	74,988
5966 · District Special Expense	894	3,807	(238)	4,463
6712 · 6712 · Telephone	2,012	1,969	1,708	5,689
6725 · 6725 · Liability Insurance	49,236	-	-	49,236
6731 · 6731 Other Insurance	101,185	-	-	101,185
Total Expense	<u>416,724</u>	<u>325,179</u>	<u>269,884</u>	<u>1,011,787</u>
Net Ordinary Income	(344,900)	(266,546)	(223,154)	(834,601)
Other Income/Expense				
Other Income				
Transfer Out	(350,000) E	(646) F	-	(350,646)
Total Other Income	<u>(350,000)</u>	<u>(646)</u>	<u>-</u>	<u>(350,646)</u>

San Mateo County Mosquito & Vector Control
Profit & Loss
 July through September 2013

F-2 GF

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>TOTAL</u>
Net Other Income	(350,000)	(646)	-	(350,646)
Net Income	<u>(694,900)</u>	<u>(267,192)</u>	<u>(223,154)</u>	<u>(1,185,247)</u>

FOOTNOTES:

- A. RDA pass through agreements revenue.
- B. Auto accident claim check
- C. Lehman Recovery-4th Distribution
- D. District credit card rebate
- E. Transfer out cash funding to Capital Fund. This will offset the Transfer in on Capital Fund's P&L Statement
- F. 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 MVCD - Capital Project Fund
Profit & Loss - Capital Project Fund
 July through September 2013

F-2 CPF

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
1521 · 1521 · Interest Earned	379	-	-	379
49900 · 49900 Other Income	-	29,166 A	-	29,166
Total Income	<u>379</u>	<u>29,166</u>	<u>-</u>	<u>29,545</u>
Gross Profit	379	29,166	-	29,545
Expense				
5188 · Other Misc Expense				
188A2AD · Bank Fees	37	38	41	115
Total 5188 · Other Misc Expense	<u>37</u>	<u>38</u>	<u>41</u>	<u>115</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>-</u>	<u>646</u>
5428 · Misc Repairs and Maint. (nonFA)				
28A10AD · Earthquake Retrofit	137,803	6,482	2,091	146,375
Total 5428 · Misc Repairs and Maint. (nonFA)	<u>137,803</u>	<u>6,482</u>	<u>2,091</u>	<u>146,375</u>
7311 · Equipment-Capital				
311A1AD · Computer Equipment OP	-	-	-	-
311A3AD · Computer Equipment AD	5,528	-	-	5,528
311C1LB · Lab Equipment	81,504	24,000	2,523	108,027
Total 7311 · Equipment-Capital	<u>87,032</u>	<u>24,000</u>	<u>2,523</u>	<u>113,555</u>
Total Expense	<u>224,871</u>	<u>31,166</u>	<u>4,655</u>	<u>260,691</u>
Net Ordinary Income	(224,492)	(1,999)	(4,655)	(231,146)
Other Income/Expense				
Other Income				
Transfer In	350,000 B	646 C	-	350,646
Total Other Income	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>350,646</u>
Net Other Income	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>350,646</u>
Net Income	<u><u>125,508</u></u>	<u><u>(1,353)</u></u>	<u><u>(4,655)</u></u>	<u><u>119,500</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
As of September 30, 2013

F-3 GF

	<u>Sep 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	4,338,727
1010A01 · Cash-VCJPA Property Contingency	36,884
1010A02 · Cash-VCJPA Member Contingency	328,203
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>4,704,014</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	83,171
Total Accounts Receivable	<u>83,171</u>
Total Current Assets	<u>4,787,185</u>
TOTAL ASSETS	<u><u>4,787,185</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	37,858
Total Accounts Payable	<u>37,858</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>37,858</u>
Total Liabilities	37,858
Equity	
3021 · 3021 · Prior Period Adjustment	6,756
32000 · Retained Earnings	5,927,818
Net Income	(1,185,247)
Total Equity	<u>4,749,327</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,787,185</u></u>

San Mateo County MVCD - Capital Project Fund
Balance Sheet
As of September 30, 2013

F-3 CPF

	<u>Sep 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	294,789
Total Checking/Savings	<u>294,789</u>
Total Current Assets	<u>294,789</u>
TOTAL ASSETS	<u><u>294,789</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	2,523
Total Accounts Payable	<u>2,523</u>
Total Current Liabilities	<u>2,523</u>
Total Liabilities	2,523
Equity	
3021 · Prior Period Adjustment	240
32000 · Retained Earnings	172,525
Net Income	119,500
Total Equity	<u>292,266</u>
TOTAL LIABILITIES & EQUITY	<u><u>294,789</u></u>

San Mateo County Mosquito & Vector Control

F-4 GF

A/R Aging Summary

As of September 30, 2013

	<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	4,939	5,484	-	7,933	-	18,356	A
City of Redwood City, Public Wks Svcs	6,261	7,461	B	-	-	13,722	
City of San Mateo Wastewater Treatment	325	-	-	-	-	325	
City of SSF Water Quality Control Plant	164	-	-	-	-	164	
Coastal Conservancy	-	-	-	3,800	C	3,800	
Jasper Ridge (Stanford University)	5,114	5,206	-	13,733	-	24,052	
S.B. Restaurants dba Elephant Bar	-	-	-	-	-	-	
S.B.S.A. -S. Bayside System Authority	75	163	-	-	-	238	
San Francisco Int'l Airport	-	-	-	-	-	-	
San Francisco Zoo	-	-	-	-	-	-	
SEWER AUTHORITY MID-COASTSIDE (SAM)	103	102	-	-	-	205	
SF Commission, City & County of SF	4,144	5,730	-	-	-	9,873	
SF Parks Dept	4,804	6,738	-	-	-	11,542	
SF Public Utilities Commission	882	13	-	-	-	895	
TOTAL	26,810	30,896	-	25,465	-	83,171	

FOOTNOTES:

- A- Past due amounts were mostly paid as of November 5, 2013. (See below updated aging as of November 5, 2013)
- B- City of Redwood City, Public Works will be sending the payment on Tuesday, November 12th.
- C- District resent a consolidated invoice for the billing period July-October as requested by Coastal Conservancy.

San Mateo County Mosquito & Vector Control

A/R Aging Summary

As of November 05, 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	-	-	-	-	-	-	
City of Redwood City, Public Wks Svcs	-	-	6,261	7,461	B	13,722	
City of San Mateo Wastewater Treatment	-	-	-	-	-	-	
City of SSF Water Quality Control Plant	-	-	-	-	-	-	
Coastal Conservancy	-	-	-	-	3,800	C	3,800
Jasper Ridge (Stanford University)	-	-	-	-	-	-	
S.B. Restaurants dba Elephant Bar	-	-	-	-	-	-	
S.B.S.A. -S. Bayside System Authority	-	-	-	-	-	-	
San Francisco Int'l Airport	-	-	-	-	-	-	
San Francisco Zoo	-	-	-	-	-	-	
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	-	-	-	-	-	
SF Commission, City & County of SF	-	-	-	-	-	-	
SF Parks Dept	-	-	-	-	-	-	
SF Public Utilities Commission	-	-	882	-	-	882	

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>	Footnotes
TOTAL	<u>-</u>	<u>-</u>	<u>7,143</u>	<u>7,461</u>	<u>3,800</u>	<u>18,404</u>	

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 General Fund
 September 30, 2013

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

Reductions

Payroll Related (ADP)	(131,504)
Checks Written	(179,022)
Bank Fee	(68)
Total Reductions	(310,594)

Additions

Quarterly Interest	-
Abatement Services	32,865
RDA	13,741
Other Income	5,789 (Auto Acc Claim/Rebates/Credit Refunds)
Lehman Recov-4th Distribution	-
Total Additions	52,395

Ending Cash per District as of September 30, 2013 4,338,727

Cash per County Statement (below) 4,338,727

Difference -

COUNTY OF SAN MATEO Verbose DETAILED TRIAL BALANCE 09/01/2013-09/30/2013 Page 1
 FRI, OCT 11, 2013, 7:36 AM --req: MAYFOHRL--leg: GL JL--loc: CONT RWC--job: 8244873 #J2647--prog: GL501 <1.82>--report id: GLTBAL01

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02706

Lq SUB UNIT Title	Director	St Tx	FDGP	FUND	SUB FUND DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen		A	07	02706	02706 00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance			
0111 Claim on Cash			Prior to 09/01/13	5,758,085.61	1,161,159.05	4,596,926.56			
	09/12/13	ABXOTR9123A	AutoID: ITXA9123 Job: 8217 JE	1,423.26		4,598,349.82			
	09/18/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	19,281.53		4,617,631.35			
	09/23/13	JE348760	AutoID: JMFM9233 Job: 8224 JE	12,317.53		4,629,948.88			
	09/26/13	JE349107	AutoID: JMBS9263 Job: 8232 JE		68.21	4,629,880.67			
	09/28/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	19,372.33		4,649,253.00			
	09/30/13	JE349166	AutoID: JFOB9303 Job: 8237 JE		179,022.27	4,470,230.73			
	09/30/13	JE349167	AutoID: JFOB9303 Job: 8237 JE		227.10	4,470,003.63			
	09/30/13	JE349168	AutoID: JFOB9303 Job: 8237 JE		64,475.12	4,405,528.51			
	09/30/13	JE349169	AutoID: JFOB9303 Job: 8237 JE		194.10	4,405,334.41			
	09/30/13	JE349170	AutoID: JFOB9303 Job: 8237 JE		66,607.55	4,338,726.86			
		DR	* SUB ACCT Total *	5,810,480.26*	1,471,753.40*	4,338,726.86*			
0112 Claim on Cash - Float			Prior to 09/01/13	35,049.83	35,049.83				
	09/17/13	TTLCR	AutoID: DM1B9173 Job: 8219 CR	19,281.53		19,281.53			
	09/18/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		19,281.53				
	09/27/13	TTLCR	AutoID: DM1A9273 Job: 8230 CR	19,372.33		19,372.33			
	09/28/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		19,372.33				
		DR	* SUB ACCT Total *	73,703.69*	73,703.69*				
0270 Interest Receivable			Prior to 09/01/13	8,430.37	8,430.37				
		DR	* SUB ACCT Total *	8,430.37*	8,430.37*				

**San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
Capital Fund
September 30, 2013**

Beginning Cash per District as of August 31, 2013	300,966
Reductions	
Checks Written	(6,137)
Bank Fee	(41)
Total Reductions	<u>(6,177)</u>
Additions	
Quarterly Interest	-
Lehman Recovery-4th Distribution	-
Total Additions	<u>-</u>
 Ending Cash per District as of September 30, 2013	 <u><u>294,789</u></u>

Cash per County Statement (below)	294,789
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 09/01/2013-09/30/2013 Page 1
 FRI, OCT 11, 2013, 7:36 AM --reg: MAYFOHRL--leg: GL JL--loc: CONT RWC--job: 8244874 #J2647--prog: GL501 <1.82>--report id: GLTBAL01

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705

<u>Lg</u>	<u>SUB UNIT</u>	<u>Title</u>	<u>Director</u>	<u>St</u>	<u>Tr</u>	<u>FDGP</u>	<u>FUND</u>	<u>SUB FUND</u>	<u>DEPT</u>	<u>DIVISION</u>	<u>SECTION</u>	<u>PROGRAM</u>	<u>BUDGET</u>
GL	02705	SMC Mosq Abate-CP Proj F		A		07	02705	02705	00000	00000	00000	00000	00000
<u>SUB ACCT</u>	<u>Date</u>	<u>Primary Ref.</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>							
0111		Claim on Cash	Prior to 09/01/13	558,474.88	257,509.37	300,965.51							
	09/26/13	JE349107	AutoID: JMBB9263 Job: 8232 JE		40.51	300,925.00							
	09/30/13	JE349165	AutoID: JFOA9303 Job: 8235 JE		6,136.50	294,788.50							
		DR	* SUB ACCT Total *	558,474.88*	263,686.38*	294,788.50*							
0270		Interest Receivable	Prior to 09/01/13	379.01	379.01								
		DR	* SUB ACCT Total *	379.01*	379.01*								
0813		Fund Balance Available	Prior to 09/01/13	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 09/01/13		2,186,222.00	2,186,222.00							
		CR	* SUB ACCT Total *		2,186,222.00*	2,186,222.00*							

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
General Fund
September 30, 2013

Full Time Employee	September 13, 2013	September 27, 2013
	Gross Pay	Gross Pay
ALLEN, DAVID	2,399	2,399
BUSAM, STEPHANIE	3,139	3,139
CARDENAS, HECTOR	2,399	2,399
CHOW, RICHARD M	3,186	3,186
GAY, ROBERT B	5,249	5,249
KEYSER, KIM A	3,139	3,139
LEONG, MARY	3,029	3,029
MCDONALD, WARREN P	2,298	2,298
O'BRIEN, JAMES P	3,186	3,186
RODRIGUEZ, ROSENDO	3,975	3,975
RUSMISEL, BENJAMIN D	3,204	3,204
SCHULZ, ERIC T	3,204	3,204
SEBAY, CHERYL P	3,384	3,384
SHELTON, THERESA	3,028	3,028
STEVENSON, CASEY	3,334	3,334
WALKER, DEVINA	2,302	2,302
WEBER, BRIAN E	3,735	3,735
ZAHIRI, NAYER	3,400	3,400
	57,590	57,590

Footnotes:

Seasonal Employees		
BARNUM, MARISA E	1,080	1,200
CASTRO, DIEGO	960	1,155
CHAN, GABRIEL	-	-
FUATA, JOSHUA	1,220	1,220
JEAN-BAPTISTE, ALVIN	840	1,080
McDANIEL, JENNIFER	1,304	1,188
MUNOZ, MIGUEL	1,240	1,240
MUTTO, DOMINIC	960	1,200
NG, KA FAI JIMMY	-	-
POULSEN, AMANDA	1,200	1,091
SCHAEFER, ANDREW	1,148	885
WEBER, PAUL	896	632
	10,847	10,891

A

Trustee - Reimbursement in lieu of expenses		
CAIRO, CHRISTOPHER	-	100
COGONI, VALENTINA	-	-
DEJARNATT, PETER	-	100
FULLER, CHRISTINE	-	-
HEDLUND, STEVEN	-	100
LERNER, SAMUEL	-	100
MARTIN, KATHLEEN	-	100
MARTINUCCI, MARIA	-	100
MAYNARD, ROBERT	-	100
MEINERTH, BARRY	-	100
NICKOLAS, LEON	-	200
O'CONNOR, DONELLE	-	-
RIDGEWAY, JAMES M	-	100
RIECHEL, ROBERT	-	100
RUTHERFORD, DONNA	-	100
SCHNEIDER, BETSEY	-	100
SEIFER, JASON D	-	100
SMITH, D. SCOTT	-	-
TAGG, RICHARD	-	100
WYKOFF, RICHARD	-	100
	-	1,700

B

Total Gross Pay	68,437	70,182
------------------------	---------------	---------------

Payroll Disbursement (including Net Pay & Taxes)		
Total Net Pay	48,081	49,789
Federal W/H Tax	9,148	9,287
Social Security Tax	1,345	1,561
Medicare	1,985	2,035
CA W/H Tax	2,742	2,801
CA SUI/DI	1,174	1,134
Total	64,475	66,608

C

ADP Fee drawn for the period	227	194
Total amount for the period	64,702	66,802
Total amount for the month:		131,504

Footnotes:

- A. Part-time seasonal hires
- B. Trustee payments for attendance of committee meetings in September-2013
- C. Social Security expenditure only incurred for part-time employee and trustee payroll

San Mateo County Mosquito & Vector Control
Check Detail - General Fund
September 2013

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
13810	09/03/2013	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(918.75)
151313	08/25/2013		Employer Contributions for Aug 2013	4621 · AFLAC Insurance	665.46
			Employee Contributions for Aug 2013	4111AD · Life and Annuity Plan	253.29
TOTAL					918.75
13811	09/03/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(334.19)
1242977	08/15/2013		Dry Ice Pellets	233E2LB · Dry Ice	119.20
1243110	08/21/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
1243248	08/27/2013		Dry Ice Pellets	233E2LB · Dry Ice	119.44
TOTAL					334.19
13812	09/03/2013	All Star Glass	Workorder: WSF066062	1010a · Union Bank Clearing Account	(536.66)
WSF0660	08/23/2013		Windshield replacement for 2011 Hyundai	428A3OP · Garage service repairs	536.66
TOTAL					536.66
13813	09/03/2013	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(656.76)
3-81007A	08/18/2013		Office Supply	199A2AD · Misc Office Supplies	255.15
			Supply for Committee Meetings	721A3AD · Monthly Meeting/Committee Expe	91.68
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	190.05
			Flashlights for Ops	233D1OP · Field Equipment	119.88
TOTAL					656.76
13814	09/03/2013	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(572.26)
1110041	08/14/2013		Company name emblems	121A4OP · Uniform service & Logo patches	572.26
TOTAL					572.26
13815	09/03/2013	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(1,211.12)
0831201	08/31/2013		Inv #1101028048 08/07/13 Uniform Services	121A4OP · Uniform service & Logo patches	423.44
			Inv #1101032153 08/14/13 Uniform Services	121A4OP · Uniform service & Logo patches	246.59
			Inv #1101036262 08/21/13 Uniform Services	121A4OP · Uniform service & Logo patches	213.59
			Inv #1101040421 08/28/13 Uniform Services	121A4OP · Uniform service & Logo patches	327.50
TOTAL					1,211.12
13816	09/03/2013	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(469.85)

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65034486	08/19/2013		650 344-8592 08/19/13-09/18/13	712A1AD · Verizon / AT&T	469.85
TOTAL					469.85
13817	09/03/2013	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(67.28)
90596986	08/22/2013		Water 07/23/13-08/21/13	635A3AD · CAL Water	67.28
TOTAL					67.28
13818	09/03/2013	Chevron and Texaco Business Card Service	7898690883	1010a · Union Bank Clearing Account	(10.00)
38894855	08/22/2013		Gasoline 07/22/2013-08/21/2013	416A1OP · Gasoline/Oil/Materials	10.00
TOTAL					10.00
13819	09/03/2013	City of Burlingame-Water		1010a · Union Bank Clearing Account	(1,343.91)
53-31017	08/27/2013		Fireline Water Bill 06/20/13-08/22/13	635A1AD · Water/Sewer 1351 Rollins Rd	12.00
53-31018	08/27/2013		Water Bill 06/20/13-08/22/13	635A1AD · Water/Sewer 1351 Rollins Rd	205.83
53-13334	08/27/2013		Water Bill 06/20/13-08/22/13 (High due to irrigation ppipe leakage)	635A1AD · Water/Sewer 1351 Rollins Rd	1,126.08
TOTAL					1,343.91
13820	09/03/2013	City of Redwood City		1010a · Union Bank Clearing Account	(148.30)
1084-B45	08/16/2013		890 Barron Water Service 07/26/13-08/26/13	635A2AD · Water/Sewer 890 Barron Ave	84.30
1084-C33	08/16/2013		890 Barron Fire Water Service 07/26/13-08/26/13	635A2AD · Water/Sewer 890 Barron Ave	64.00
TOTAL					148.30
13821	09/03/2013	Clarke Mosquito Control Products, Inc.	Cust #002486	1010a · Union Bank Clearing Account	(3,868.86)
5058103	08/23/2013		Natular XRT Tablet (4cs)	111A1OP · Altosid, BVA, Larvicides	3,868.86
TOTAL					3,868.86
13822	09/03/2013	Compu-Data	Inv #60313	1010a · Union Bank Clearing Account	(120.00)
60313	08/23/2013		Remote labor 8/21-Website update (1hr)	856G6AD · Network Maintenance	120.00
TOTAL					120.00
13823	09/03/2013	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)
19250086	08/26/2013		2 Blk and 1 Color Copiers Rental Period 09/10/13-10/09/13	856G1AD · Postage & Copiers Equip Rental	603.86
TOTAL					603.86

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13824	09/03/2013	FedEx	A/C #1484-0841-6	1010a · Union Bank Clearing Account	(33.70)
2-378-28	08/23/2013		Send samplings to disease testing centers	966E1LB · Disease Surveillance	33.70
TOTAL					33.70
13825	09/03/2013	Gama Trophies and Gifts	Inv #46780	1010a · Union Bank Clearing Account	(13.62)
46780	08/22/2013		Name Plate for New Trustee of S. San Francisco - Christopher Cairo	721A3AD · Monthly Meeting/Committee Expe	13.62
TOTAL					13.62
13826	09/03/2013	Hotsy Pacific	Cust #SMCMOSQUITO	1010a · Union Bank Clearing Account	(542.15)
36164	08/20/2013		Primary Remote Box Repair Part for Hotsy Machine	428C3AD · Misc Facilit Equip Repairs	542.15
TOTAL					542.15
13827	09/03/2013	Northern California Fence Company	Inv #14232	1010a · Union Bank Clearing Account	(150.00)
14232	08/21/2013		Fence reair at 890 Barron, Redwood City	428C3AD · Misc Facilit Equip Repairs	150.00
TOTAL					150.00
13828	09/03/2013	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(108.93)
30279319	08/20/2013		890 Barron Gas & Elec 7/19/13-8/18/13	631A2AD · Electric 890 Barron	108.93
TOTAL					108.93
13829	09/03/2013	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(818.67)
142979A	08/19/2013		Long Term Disability Insurance Due 09/01/13	442AD · Standard Insurance Company	818.67
TOTAL					818.67
13830	09/03/2013	U.S. Healthworks Medical Group	A/C #119103	1010a · Union Bank Clearing Account	(50.00)
2347805-	08/23/2013		Drug test for seasonal tech-A. Jean-Baptiste	856O1AD · ADP Screening & Selection Svc	50.00
TOTAL					50.00
13831	09/03/2013	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(443.20)
1217334	08/21/2013		Vision Plan Sept 2013	4431 · 4431 · Vision Insurance Plan	443.20
TOTAL					443.20

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13832	09/03/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
08242013	08/24/2013		Voluntary Deduction PPE 08/24/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
13833	09/03/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(22,276.63)
08242013	08/24/2013		Employee Contribution PPE 08/24/13	4111AD · Life and Annuity Plan	4,111.20
			Employer Contribution PPE 08/24/13	4321 · 4321 · County Retirement Plan	18,165.43
TOTAL					<u>22,276.63</u>
13834	09/03/2013	Charles P. Hansen	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(436.45)
CH09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13835	09/03/2013	Dennis J Jewell	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(436.45)
DJ09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13836	09/03/2013	James Bass	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(436.45)
JB09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13837	09/03/2013	James Counts	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(691.31)
JC09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	691.31
TOTAL					<u>691.31</u>
13838	09/03/2013	Ray Ritts	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(436.45)
RR09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13839	09/03/2013	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(436.45)
RS09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>

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13840	09/03/2013	Stanley Kamiya	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(536.87)
SK09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	536.87
TOTAL					<u>536.87</u>
13841	09/03/2013	Steven L Jensen	Retiree Health Care Premium Subsidy-Sept '13	1010a · Union Bank Clearing Account	(327.32)
SJ09012	09/01/2013		Retiree Health Care Premium Subsidy-Sept '13	412A2AD · Retiree Health Reimbursement	327.32
TOTAL					<u>327.32</u>
13842	09/10/2013	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(167.71)
3403328	08/31/2013		Fuel Purchases Aug '13	416A1OP · Gasoline/Oil/Materials	167.71
TOTAL					<u>167.71</u>
13843	09/10/2013	ADP	A/C #1466165	1010a · Union Bank Clearing Account	(115.99)
1466165	09/02/2013		Criminal background check for A.Jean-Baptiste (Seasonal Tech)	856O1AD · ADP Screening & Selection Svc	115.99
TOTAL					<u>115.99</u>
13844	09/10/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(191.10)
1243282	08/28/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
1243450	09/04/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
TOTAL					<u>191.10</u>
13845	09/10/2013	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,782.62)
7918-725	09/01/2013		Dental Plan Oct '13	422A1AD · Employee Dental Insurance	2,782.62
TOTAL					<u>2,782.62</u>
13846	09/10/2013	Angelo Consentino	Inv #1049	1010a · Union Bank Clearing Account	(170.00)
1049	08/29/2013		Test & certify 2 backflow devices	856G7AD · HVAC Maintenance/Back Flow Tst	170.00
TOTAL					<u>170.00</u>
13847	09/10/2013	AXCIENT	Inv-30936	1010a · Union Bank Clearing Account	(129.00)
INV-3093	09/01/2013		Automated Backup & Storage Services Sept '13	856J3AD · Axcient	129.00
TOTAL					<u>129.00</u>

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13848	09/10/2013	Bay Pointe Landscape	June Landscape Maintenance	1010a · Union Bank Clearing Account	775.00
08312013	08/31/2013		Landscape Maintenance Aug '13	856G4AD · Pond/Landscape Service	775.00
TOTAL					775.00
13849	09/10/2013	Bubba's Fire Extinguisher Co. -D. Pereira	Inv #322	1010a · Union Bank Clearing Account	(45.00)
322	09/09/2013		Service call & labor 5lb ABC Service (3)	856I1OP · Fire Extinguisher Service	15.00
				856I1OP · Fire Extinguisher Service	30.00
TOTAL					45.00
13850	09/10/2013	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(1,055.06)
1305774	09/01/2013		#3 of 10-Copiers & Fax Machine Buyout (09/01-9/30/2013) w/LC	856G1AD · Postage & Copiers Equip Rental	633.08
1305774	09/01/2013		#3 of 10-Color Copier Buyout (09/01-09/30/2013) w/LC	856G1AD · Postage & Copiers Equip Rental	421.98
TOTAL					1,055.06
13851	09/10/2013	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(210.70)
8155200	09/03/2013		High-Speed Internet 09/08/13-10/07/13	856J2AD · Comcast / Internet /GotoMyPC	210.70
TOTAL					210.70
13852	09/10/2013	Compu-Data	Inv #60321	1010a · Union Bank Clearing Account	(240.00)
60321	09/05/2013		Remote labor 8/26-Website update (2hrs)	856G6AD · Network Maintenance	240.00
TOTAL					240.00
13853	09/10/2013	County of San Mateo-County Counsel	Inv #82813009	1010a · Union Bank Clearing Account	(4,752.00)
8281300	08/28/2013		Legal Services Rendered	856D1AD · Legal Services	4,752.00
TOTAL					4,752.00
13854	09/10/2013	FedEx	A/C #1484-0841-6	1010a · Union Bank Clearing Account	(30.16)
2-385-61	08/30/2013		Send samplings to disease testing centers	966E1LB · Disease Surveillance	30.16
TOTAL					30.16
13855	09/10/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,868.18)
CFS-071	08/31/2013		Gasoline 08/16/13-08/31/13	416A1OP · Gasoline/Oil/Materials	3,868.18
TOTAL					3,868.18

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13856	09/10/2013	Grainger	809934680	1010a · Union Bank Clearing Account	(287.23)
7022840	09/05/2013		Lids for pesticide bins	111A1OP · Altosid, BVA, Larvicides	22.90
			Hose hanger for chem shed & scoops for pesticide buckets	472A2OP · Lumber/shelving/glass etc	33.02
			Magnifier & floor mat for lab	171C3LB · Lab Sup Misc lab supplies	217.74
			Siphon pumps (5)	233D1OP · Field Equipment	13.57
TOTAL					287.23
13857	09/10/2013	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(3,590.00)
7365-000	09/01/2013		Health Insurance Oct '13	412A1AD · Employee Health Plan	3,590.00
TOTAL					3,590.00
13858	09/10/2013	Office Depot	A/C #36568593	1010a · Union Bank Clearing Account	(857.74)
3823589	08/31/2013		Mthly Meeting/Committee Expense	721A3AD · Monthly Meeting/Committee Expe	239.53
			Office Supplies	199A2AD · Misc Office Supplies	618.21
TOTAL					857.74
13859	09/10/2013	Ole's Carburetor & Electric Inc.	A/C #3055	1010a · Union Bank Clearing Account	(189.53)
3055Aug	08/30/2013		Motor oils	416A1OP · Gasoline/Oil/Materials	189.53
TOTAL					189.53
13860	09/10/2013	Orchard Supply Hardware	A/C #5780-9700-1033-7102	1010a · Union Bank Clearing Account	(45.65)
5780970	08/24/2013		Cords & pipe insulation for vehicles & airboat	428A5OP · Misc Maint costs	36.94
			Supply for New Jersey Lite Traps	233E1LB · Collecting Supplies	8.71
TOTAL					45.65
13861	09/10/2013	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(1,954.56)
5584709	08/29/2013		Elec & Gas 07/31/13-08/28/13	631A1AD · Electric 1351 Rollins Rd	1,954.56
TOTAL					1,954.56
13862	09/10/2013	Pitney Bowes Inc	0076-7976-00-4	1010a · Union Bank Clearing Account	(130.80)
403329	09/03/2013		Postage Machine Rental 10/01/13-12/31/13	856G1AD · Postage & Copiers Equip Rental	130.80
TOTAL					130.80

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13863	09/10/2013	Portola Valley Feed	Inv #89245 & 89433	1010a · Union Bank Clearing Account	(79.43)
Inv#Aug1	08/29/2013		Crumbles & shavings for chicken coop	966C1LB · Sentinel chicken flocks/supplie	79.43
TOTAL					79.43
13864	09/10/2013	Portor Goltz, Attorney at Law	Inv #1025	1010a · Union Bank Clearing Account	(258.75)
1025	08/01/2013		Legal Services Rendered thru 9/10/13	856D1AD · Legal Services	258.75
TOTAL					258.75
13865	09/10/2013	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
10970697	08/30/2013		Garbage Service Aug '13	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					301.05
13866	09/10/2013	Service Press Inc	Inv #36407	1010a · Union Bank Clearing Account	(282.96)
36407	09/05/2013		Specimen Labels for Lab (3,000)	233E1LB · Collecting Supplies	282.96
TOTAL					282.96
13867	09/10/2013	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(273.80)
C793694	08/27/2013		Copier Maintenance Contract Base Billing 8/29-9/28/13	856G1AD · Postage & Copiers Equip Rental	273.80
TOTAL					273.80
13868	09/10/2013	Townsend & Styer Maintenance Co., LLC	Inv #9-13-193	1010a · Union Bank Clearing Account	(725.00)
9-13-193	09/01/2013		Janitorial Service Sept 2013	856J1AD · Janitorial Service	725.00
TOTAL					725.00
13869	09/10/2013	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(14,966.10)
	08/12/2013		District credit card payment	US Bank Credit Card	14,966.10
TOTAL					14,966.10
13870	09/10/2013	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(1,287.19)
9710599	08/26/2013		Monthly Access Charges 08/27-09/26/13	712A1AD · Verizon / AT&T	1,101.96
			Phones & Accessories Charges	712A2AD · Phones/Batteries/Access	185.23
TOTAL					1,287.19

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13871	09/10/2013	Weintraub Tobin	Client #155005	1010a · Union Bank Clearing Account	(416.00)
98271105	09/05/2013		Legal Services thru 8/31/13	856D1AD · Legal Services	416.00
TOTAL					416.00
13872	09/10/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,555.57)
09072015	09/07/2013		Employee Contribution PPE 09/07/13	4111AD · Life and Annuity Plan	2,055.57
			District Contribution PPE 09/07/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					2,555.57
13873	09/10/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
09072015	09/07/2013		Voluntary Deduction PPE 09/07/13	4111AD · Life and Annuity Plan	200.00
TOTAL					200.00
13874	09/10/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(22,276.63)
09072015	09/07/2013		Employee Contribution PPE 09/07/13	4111AD · Life and Annuity Plan	4,111.20
			Employer Contribution PPE 09/07/13	4321 · 4321 · County Retirement Plan	18,165.43
TOTAL					22,276.63
13875	09/26/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(191.10)
12436315	09/11/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
12437957	09/18/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
TOTAL					191.10
13876	09/26/2013	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(133.60)
5054202-	09/11/2013		Drinking Water	199A3AD · Water Service	133.60
TOTAL					133.60
13877	09/26/2013	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(316.15)
3-81007S	09/17/2013		Office Supply	199A2AD · Misc Office Supplies	74.44
			Misc Meeting Exp Supply	721D1AD · Misc Meeting Expenses	156.83
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	75.08
			Supply for Ovi-traps	966E1LB · Disease Surveillance	9.80
TOTAL					316.15

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13878	09/26/2013	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(881.30)
09302013	09/30/2013		Inv #116218300 09/04/13 Uniform Services	121A4OP · Uniform service & Logo patches	221.41
			Inv #1101048777 09/11/13 Uniform Services	121A4OP · Uniform service & Logo patches	216.58
			Inv #1101052868 09/18/13 Uniform Services	121A4OP · Uniform service & Logo patches	229.58
			Inv #1101057004 09/25/13 Uniform Services	121A4OP · Uniform service & Logo patches	213.73
TOTAL					881.30
13879	09/26/2013	Anchor Paper Company	Cust. #999991; Order #20033553-00	1010a · Union Bank Clearing Account	(117.22)
20033553	09/18/2013		Paper for Ovi-traps (Lab)	233E1LB · Collecting Supplies	117.22
TOTAL					117.22
13880	09/26/2013	AT& T Long Distance	650-556-1384	1010a · Union Bank Clearing Account	(207.38)
65055613	09/13/2013		Barron Ave 09/13/13-10/12/13	712A1AD · Verizon / AT&T	207.38
TOTAL					207.38
13881	09/26/2013	Bay Alarm	A/C #2555226	1010a · Union Bank Clearing Account	(413.31)
2555226	09/15/2013		Fire Alarm Monitoring Fee 10/01/13-01/01/14 (890 Barron Ave)	856G2AD · Security & Fire Alarm Maintenan	413.31
TOTAL					413.31
13882	09/26/2013	Blue Shield	H8V549	1010a · Union Bank Clearing Account	(22,290.00)
43131530	09/12/2013		Health Insurance Oct '13	412A1AD · Employee Health Plan	22,290.00
TOTAL					22,290.00
13883	09/26/2013	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(233.05)
90596986	09/24/2013		Water 08/22/13-09/23/13	635A3AD · CAL Water	233.05
TOTAL					233.05
13884	09/26/2013	Cardno ENTRIX	Client #334441001.00	1010a · Union Bank Clearing Account	(1,427.47)
0092319-	08/26/2013		MVCAC PEIR Consulting Services 07/1/13-07/26/13	966F4LB · CEQA / PEIR	1,427.47
TOTAL					1,427.47
13885	09/26/2013	Clarke Mosquito Control Products, Inc.	Cust #002486	1010a · Union Bank Clearing Account	(2,077.80)
5058397	09/11/2013		Aquahalt 2 x 2.5gal (1cs)	111A1OP · Altosid, BVA, Larvicides	2,077.80

San Mateo County Mosquito & Vector Control
Check Detail - General Fund
September 2013

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					2,077.80
13886	09/26/2013	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(80.75)
81552003	09/15/2013		High-Speed Internet 09/20/13-10/19/13 Barron Ave	856J2AD · Comcast / Internet /GotoMyPC	80.75
TOTAL					80.75
13887	09/26/2013	Compu-Data	Inv #60339	1010a · Union Bank Clearing Account	(120.00)
60339	09/16/2013		Remote labor 9/10-Website update (1hr)	856G6AD · Network Maintenance	120.00
TOTAL					120.00
13888	09/26/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,427.50)
CFS-0713	09/15/2013		Gasoline 09/01/13-09/15/13	416A10P · Gasoline/Oil/Materials	3,427.50
TOTAL					3,427.50
13889	09/26/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,055.57)
09212013	09/21/2013		Employee Contribution PPE 09/21/13	4111AD · Life and Annuity Plan	1,555.57
			District Contribution PPE 09/21/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					2,055.57
13890	09/26/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
09212013	09/21/2013		Voluntary Deduction PPE 09/21/13	4111AD · Life and Annuity Plan	200.00
TOTAL					200.00
13891	09/26/2013	James M. Barry		1010a · Union Bank Clearing Account	(560.00)
273709	09/12/2013		Koi Pond Maintenance 09/12/13	856G4AD · Pond/Landscape Service	120.00
			Algae treatment	856G4AD · Pond/Landscape Service	40.00
273715	09/18/2013		Repair liner in Koi Pond.	428C3AD · Misc Facilit Equip Repairs	400.00
TOTAL					560.00
13892	09/26/2013	Kathleen Martin	CSDA Conference @ Monterey	1010a · Union Bank Clearing Account	(556.53)
CSDA092	09/24/2013		CSDA Conference @ Monterey 09/16/13-9/19/13	721B3AD · CSDA	556.53
TOTAL					556.53
13893	09/26/2013	Kone Inc	Cust #191941	1010a · Union Bank Clearing Account	(1,112.31)

San Mateo County Mosquito & Vector Control
Check Detail - General Fund
September 2013

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2212746	09/01/2013		Elevator Maintenance 09/01/13-11/30/13	856G3AD · Elevator Maintence billed Qrtly	1,112.31
TOTAL					1,112.31
13894	09/26/2013	Meredith, Weinstein & Numbers, LLP	Inv #19631	1010a · Union Bank Clearing Account	(2,665.46)
19720	09/18/2013		Professional services thru 8/31/13	856D1AD · Legal Services	2,665.46
TOTAL					2,665.46
13895	09/26/2013	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(125.39)
30279319	09/19/2013		890 Barron Gas & Elec 8/19/13-9/17/13	631A2AD · Electric 890 Barron	125.39
TOTAL					125.39
13896	09/26/2013	Purchase Power	8000-9000-0074-1201	1010a · Union Bank Clearing Account	(319.99)
17662438	09/15/2013		Postage Meter Refill & Transaction Fee.	199A1AD · Postage	319.99
TOTAL					319.99
13897	09/26/2013	Samuel Lerner	CSDA Conference @ Monterey	1010a · Union Bank Clearing Account	(662.85)
CSDA092	09/20/2013		CSDA Conference @ Monterey 09/16/13-9/19/13	721B3AD · CSDA	662.85
TOTAL					662.85
13898	09/26/2013	SCI Consulting Group	Inv #C5299	1010a · Union Bank Clearing Account	(9,500.00)
C5299	09/06/2013		Assessment Administration FY13-14	856C1AD · SCI Consultant - Benefi Assesmt	9,500.00
TOTAL					9,500.00
13899	09/26/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(22,276.63)
09212013	09/21/2013		Employee Contribution PPE 09/21/13	4111AD · Life and Annuity Plan	4,111.20
			Employer Contribution PPE 09/21/13	4321 · 4321 · County Retirement Plan	18,165.43
TOTAL					22,276.63
13900	09/26/2013	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(942.91)
142979S	09/18/2013		Long Term Disability Insurance Due 10/01/13	442AD · Standard Insurance Company	942.91
TOTAL					942.91
13901	09/26/2013	Veracom Ford	Cust No. 5119	1010a · Union Bank Clearing Account	(338.34)

San Mateo County Mosquito & Vector Control
Check Detail - General Fund
September 2013

F-8

Num	Date	Name	Memo	Account	Original Amount
20796	09/13/2013		Repair work for Stephanie's truck	428A5OP · Misc Maint costs	338.34
TOTAL					<u>338.34</u>
13902	09/26/2013	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(443.20)
12173343	09/19/2013		Vision Plan Octt 2013	4431 · 4431 · Vision Insurance Plan	443.20
TOTAL					<u>443.20</u>
13903	09/26/2013	VWR INTERNATIONAL INC	Cust #80043606	1010a · Union Bank Clearing Account	(212.40)
80552613	09/13/2013		Vacuum Chamber & Plate (Lab)	233C1LB · Research/mosquito laboratory	212.40
TOTAL					<u>212.40</u>
13904	09/26/2013	Waste Stream Solutons California	Inv #18991	1010a · Union Bank Clearing Account	(95.00)
18991	09/09/2013		Bio-hazard pickup manifest #56682	171C4LB · Lab Bio Waste Disposal	95.00
TOTAL					<u>95.00</u>
13905	09/26/2013	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(433.45)
65034483	09/19/2013		650 344-8592 09/19/13-10/18/13	712A1AD · Verizon / AT&T	433.45
TOTAL					<u>433.45</u>
13906	09/26/2013	Kahn & Keville	Account No. 3991	1010a · Union Bank Clearing Account	(20.00)
	09/26/2013		Disposal of 10 worned tires	428A1OP · Tires/bal/align/etc	20.00
TOTAL					<u>20.00</u>
13907	09/26/2013	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C796547	09/24/2013		Copier Maintenance Contract Base Billing 9/29-10/28/13	856G1AD · Postage & Copiers Equip Rental	138.65
TOTAL					<u>138.65</u>
CHECK TOTAL					<u><u>179,022.27</u></u>

NOTE:
 Prior month's check numbers were 13731 to 13809. This month's checks are numbers 13810 to 13907.

San Mateo County MVCD - Capital Project Fund
Check Detail - Capital Project Fund
September 2013

F-9

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
09/03/2013	1618	Consolidated Engineering Laboratories	Cust #5464	1010a · Union Bank Cleared Account	(1,496.25)
08/16/2013	100844		Garage seismic upgrade construction review period ending 7/26/13	28A10AD · Earthquake Retrofit	1,496.25
TOTAL					1,496.25
09/10/2013	1619	Consolidated Engineering Laboratories	Cust #5464	1010a · Union Bank Cleared Account	(929.25)
08/30/2013	101310		Garage seismic upgrade construction inspectn & review period ending 8/30/13	28A10AD · Earthquake Retrofit	929.25
TOTAL					929.25
09/26/2013	1620	Hayashida Architects, Inc.	Inv #22623	1010a · Union Bank Cleared Account	(1,620.00)
08/31/2013	22623		Service thru 08/31/13-RFQ support/construction admin (12 Hrs)	28A10AD · Earthquake Retrofit	1,620.00
TOTAL					1,620.00
09/26/2013	1621	Head Real Properties Incorporated	Invoice date 09/17/13; Garage Seismic Retrofit Inspection	1010a · Union Bank Cleared Account	(2,091.00)
09/17/2013	09172013		Garage seismic retrofit consultation & inspection fees	28A10AD · Earthquake Retrofit	2,091.00
TOTAL					2,091.00
CHECK TOTAL					6,136.50

NOTE:

Prior month's check numbers were 1612 to 1617. This month's checks are numbers 1618 to 1621.

2:34 PM

10/08/2013

Accrual Basis

San Mateo County Mosquito & Vector Control Credit Card Transaction Detail by Account September 2013 Statement

**F-10
Sept**

Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
Devina S Walker						
Credit Card Charge	08/23/2013	246079	Misc- AP	Water Sorb-Medium Polymer	111A1OP · Altosid, BVA, Larvicides	69.95
Credit Card Charge	08/26/2013	244939	Pip Printing and Document	Jumbo door hangers (500)	199C1AD · Outside Printing	272.50
Credit Card Charge	08/26/2013	246921	Amazon.com	Basters for Aedes Aegypti larvae collection	233C1LB · Research/mosquito laboratory	47.92
Credit Card Charge	08/26/2013	247893	West marine	Line rope for airboat	233D1OP · Field Equipment	32.68
Credit Card Charge	08/30/2013	241640	Petco	Orchard grass for mosquito traps	966E1LB · Disease Surveillance	13.09
Credit Card Charge	09/04/2013	246921	Amazon.com	White trays for Aedes Aegypti surveillance	233C1LB · Research/mosquito laboratory	44.01
Credit Card Charge	09/04/2013	246921	Amazon.com	Basters for Aedes Aegypti surveillance	233C1LB · Research/mosquito laboratory	47.92
Credit Card Charge	09/04/2013	946921	Amazon.com	White trays for Aedes Aegypti surveillance	233C1LB · Research/mosquito laboratory	29.34
Credit Card Charge	09/10/2013	246921	Amazon.com	Tongue Depressor for ovi-traps	966E1LB · Disease Surveillance	26.22
Credit Card Charge	09/11/2013	241640	Safeway Store	Cookies for board meeting	721A3AD · Monthly Meeting/Committee Expe	16.47
Credit Card Charge	09/12/2013	246921	Amazon.com	Hip Boots for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	100.28
Credit Card Charge	09/12/2013	240710	Redwood Trading Post	Waders for island treatments	121A5OP · Rubber boots (knee/hip/waders)	95.90
Credit Card Charge	09/13/2013	246921	Amazon.com	Hip Boots for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	208.34
Credit Card Charge	09/13/2013	246921	Amazon.com	Hip Boots for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	100.54
Credit Card Charge	09/13/2013	246921	Amazon.com	Waders for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	52.25
Credit Card Charge	09/13/2013	246921	Amazon.com	Waders/Hip Boots for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	152.52
Credit Card Charge	09/13/2013	246921	Amazon.com	Waders/Hip Boots for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	156.42
Credit Card Charge	09/18/2013	244921	Misc- AP	SamplePrep-Accessories for PCR Mixer Mill	171C6LB · Lab PCR Maint & Supplies	392.53
Credit Card Charge	09/20/2013	246921	Amazon.com	Waders for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	52.25
Credit Card Charge	09/20/2013	246104	MARRIOTT	One night charge for J. Seifer @ CSDA in Monterey	721B3AD · CSDA	207.66
Total Devina S Walker						2,118.79
Nayer Zahiri						
Credit Card Charge	09/06/2013	247893	Lampire Biological Lab	Chicken blood for mosquito feed	171C5LB · Lab Mosquito Blood Service	194.25
Total Nayer Zahiri						194.25
Robert Gay						
Credit Card Charge	08/21/2013	241640	Safeway Store	Food for Policy Committee/Staff Meetings	721A3AD · Monthly Meeting/Committee Expe	64.90
Credit Card Charge	08/26/2013	247554	Misc- AP	East Bay Rest-Trays for Aedes aegyptis Surveillance	233C1LB · Research/mosquito laboratory	59.90
Credit Card Charge	08/28/2013	249064	Hsw*hostway.com	Hosting Business-Standard 7/28-8/27/13	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	09/09/2013	244309	Microsoft	Windows Intune 09/01/2013-09/30/2013	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	09/16/2013	244309	Microsoft	Exchange Online Standard Service 09/2013	856J4AD · Microsoft Intune & Email Servic	96.00
Total Robert Gay						506.75
Total US Bank Credit Card						2,819.79



F-10
Sept

P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 09-23-2013
AMOUNT DUE \$2,819.79
NEW BALANCE \$2,819.79
PAYMENT DUE ON RECEIPT

000002622 1 MB 0.405 106481287861576 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] 000281979 000281979

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance	
[REDACTED]	\$14,966.10	\$2,819.79	\$0.00	\$0.00	\$0.00	\$0.00	\$14,966.10	\$2,819.79	

CORPORATE ACCOUNT ACTIVITY						
SMCMAD					TOTAL CORPORATE ACTIVITY	
					\$14,966.10CR	
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
09-17	09-17	7479826326000000000851	PAYMENT - THANK YOU 00000 C		14,966.10 PY	

NEW ACTIVITY					
DEVINA S WALKER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$2,118.79	\$0.00	\$2,118.79
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-26	08-23	24607943236286432800026	WATER SORB 501-588-1948 AR		69.95
08-27	08-26	24493983239200536500010	PIP PRINTING BURLINGAME CA		272.50
08-27	08-26	24692163238000007949236	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		47.92
08-28	08-26	24789303239239083545006	WEST MARINE #005 SAN FRANCISCO CA		32.68
09-02	08-30	24164073242730110209391	PETCO 1313 63513139 SAN MATEO CA		13.09
09-04	09-04	24692163247000000701971	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		44.01

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 09/23/13	DISPUTED AMOUNT .00	PREVIOUS BALANCE	14,966.10
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 2,819.79		PURCHASES & OTHER CHARGES	2,819.79
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
		PAYMENTS	14,966.10	
		ACCOUNT BALANCE	2,819.79	



Company Name: SMCMD
Corporate Account Number: XXXXXXXXXX
Statement Date: 09-23-2013

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description		
				Amount	
09-04	09-04	24692163247000014122396	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	29.34	
09-05	09-04	24692163247000192864470	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	47.92	
09-11	09-10	24692163253000619551172	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	26.22	
09-13	09-11	24164073255221013060101	SAFEWAY STORE 00015479 BURLINGAME CA	16.47	
09-13	09-12	24692163255000307035437	AMAZON.COM AMZN.COM/BILL WA	100.28	
09-13	09-13	24692163256000368275426	AMAZON.COM AMZN.COM/BILL WA	208.34	
09-13	09-13	24692163256000435320528	AMAZON.COM AMZN.COM/BILL WA	100.54	
09-16	09-12	24071053256987133625808	REDWOOD TRADING POST REDWOOD CITY CA	95.90	
09-16	09-13	24692163256000602481004	AMAZON.COM AMZN.COM/BILL WA	52.25	
09-16	09-13	24692163256000602487191	AMAZON.COM AMZN.COM/BILL WA	152.52	
09-16	09-13	24692163256000648987345	AMAZON.COM AMZN.COM/BILL WA	156.42	
09-19	09-18	24492153261849874983881	SAMPLEPREP 732-623-0494 NJ	392.53	
09-23	09-20	24610433263004102127817	MARRIOTT 337N5 MONTEREY MONTEREY CA 5969 ARRIVAL: 09-19-13	207.66	
09-23	09-20	24692163263000101332790	AMAZON.COM AMZN.COM/BILL WA	52.25	
NAYER ZAHIRI			CREDITS	PURCHASES	CASH ADV
XXXXXXXXXX			\$0.00	\$194.25	\$0.00
					TOTAL ACTIVITY
					\$194.25
Post Date	Tran Date	Reference Number	Transaction Description		
09-09	09-06	24789303250250403940805	LAMPIRE BIOLOGICAL LAB 215-7952838 PA	194.25	
ROBERT GAY			CREDITS	PURCHASES	CASH ADV
XXXXXXXXXX			\$0.00	\$506.75	\$0.00
					TOTAL ACTIVITY
					\$506.75
Post Date	Tran Date	Reference Number	Transaction Description		
08-23	08-21	24164073234221010540689	SAFEWAY STORE 00028787 MILBRAE CA	64.90	
08-27	08-26	24755423239132396882586	EAST BAY REST SUPPLY OAK OAKLAND CA	59.90	
08-29	08-28	24906413240002950233656	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
09-10	09-09	24430993253400817085345	MSFT *ONLINE BILL.MS.NET WA	264.00	
09-17	09-16	24430993260400819002273	MSFT *ONLINE BILL.MS.NET WA	96.00	

Department: 00000 Total: \$2,819.79
Division: 00000 Total: \$2,819.79

Agenda Item # 11.

MANAGER'S REPORT

SUBJECT: State, Agency and District Activities

Legislative Update

- Governor Brown completed signing or vetoing 2013 legislation just hours before his midnight, - October 13th deadline. For the 2013 legislative year, Governor Brown signed 800+ bills and vetoing 96.
- **Senate Constitution Amendment #3 (Leno).** Will appear on the November 2014 statewide ballot and, if passed, will require all local agencies to comply with the California Public Records Act and the Brown Act.
- **Assembly Bill 218 (Dickinson).** Signed by the Governor. Effective July 1, 2014, would prohibit state and local governments from asking a job applicant to disclose information regarding a criminal conviction, with specified exemption, until the state or local government employer has determined that the applicant meets the minimum employment qualifications for the position.
- **Assembly Bill 537 (Bonta).** Signed by the Governor. Relates to meet and confer provisions under the Meyers-Milias-Brown Act and sets forth provisions relating to meet and confer in good faith.
- **Assembly Bill 1235 (Gordon).** Vetoed by the Governor. Proposed to require all local elected and appointed officials to take 4-hours of financial management training during the official's first full term.
- **2014 California Legislator Pocket Directory.** Now available for the trustees and management staff. Cost for 10 is \$173.10. We are passing around a copy and the trustees that are interested in a copy please sign your name. Order will be placed in November.
- **Meeting with our Local Legislators.** With all the activities surrounding the Yellow Fever Mosquito, *Aedes aegypti* we are trying to set up meetings with our legislators local offices. We will contact a trustee to go with us to the meetings. Want to schedule the meetings in November.

Mosquito and Vector Control Association of California (MVCAC)

- The Board of Directors is moving forward with deciding on a new or improved service provider. The interviews were held on Oct 30th.

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.
- **2014 AMCA Washington DC Day.**
 - Need to discuss our involvement in this event for next year. Last year President Lerner and Assistant Manager Brian Weber attended.

California Special District Association (CSDA)

- Affordable Care Act (ACA) Implementation for Special Districts. CSDA provided a memorandum for special districts to pay attention to the new rules, reporting deadlines and specified standards that will apply for the remainder of 2013 calendar year and going forward.

Local Agency Formation Commission (LAFCo)

- LAFCo Executive Officer, Martha Poyatos, has informed the Civil Grand Jury with correspondence they received from the Director of the San Mateo County Environmental Health Division (SMCEHD).
 - Dean Peterson, Director of SMCEHD declined the LAFCo request to perform a feasibility study of absorbing the District and further stated the County Health System believes the District continues to fulfill the mission of effectively and efficiently controlling mosquitoes and other vector borne diseases.

District Program Updates

- **West Nile Virus (WNV) Update for California**
 - 319 human cases in 29 counties with 11 fatalities.
 - Thirteen (13) horses in seven (7) counties have tested positive for WNV and five died.
 - 1,210 dead birds have tested positive for WNV from 38 counties similar numbers to last year. We have only recorded “chronic positive” birds and squirrels.
 - 2,511 mosquito pools from 27 counties have tested positive for WNV. None of our mosquito pools are positive to date.
 - 478 sentinel chickens have turned positive for WNV among 111 flocks in 26 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 in most areas around the county thus helping to prevent the spread of WNV within our communities.

- **Rodent – Borne Diseases in San Mateo**
 - There was a significant Hantavirus infections this year associated with Yosemite National Park with nine people infected and three deaths. Rodent surveillance showed 14% of the mice captured were positive for Hantavirus.
 - From 2003 – 2012 the District tested 49 deer mice and 4 were positive for Hantavirus giving a 4% infection rate. The District did not perform any testing in 2013 but is planning on additional Hantavirus surveillance and testing in 2014.

- **Flea – Borne Diseases in San Mateo**
 - *Plague and typhus fever* are the principal flea-borne diseases under surveillance in California. The District has plagued infested small mammals on San Bruno Mountain the Coastal Mountains and along the coast. The District is planning on further plague surveillance and testing in 2014.
 - *Typhus fever* has shown a marked increase over previous years in Southern California (Greater LA and Orange County). The reservoir of typhus is opossums. The District is reviewing opossum testing for typhus in San Mateo County for 2014.

- **Tick – Borne Diseases in San Mateo**
 - *Anaplasmosis*. Four cases of anaplasmosis were reported to CDPH. The confirmed cases were San Francisco residents who reported hiking in rural San Mateo County. The District continues to collect ticks for testing by CDPH.

- Lyme disease. In San Mateo the human incidence rate is 0.23%. The District recorded in 2012 positive ticks in Jasper Ridge, Portola Valley Ranch, and Windy Hill. Results from 2013 will be available soon. Additional testing of ticks for Lyme disease will continue in 2014.

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.
- A massive public outreach, mosquito surveillance, and mosquito control operations were launched over the last 8 weeks.

Public Outreach for Controlling *Aedes aegypti*

- **CERT – Community Emergency Response Team**
 - The Community Door-to-Door Campaign was held on November 2nd.
 - Printed 3,500 special Door Hangers (Public Health Advisory)
 - Menlo Park Fire Protection District coordinated their Community Emergency Response Teams. Over 55 members were involved and formed 8 CERT teams.
 - Entire District Staff was involved with the CERT Program.
 - Technicians (6) with Warren Macdonald and Tina Sebay were assigned to each CERT Team (8) to go into the residential communities and provide the technical support for questions from the residents.
 - Brian Weber and Casey Stevenson moved into the areas where additional technical support was needed.
 - Administrative Staff provided all the logistical and catering support.
 - The Laboratory Staff supported the media.
- **District Provides the Media a Demonstration of Mosquito Inspections at the CERT Program.**
 - Laboratory Staff at a residential property in Menlo Park set up mosquito surveillance operations and live mosquito displays for the media to film.
 - CO2 Traps, AGO Traps, BG – Sentinel Traps, Ovitrap, mosquito fish, and live mosquitoes living in a variety of containers were provided.
 - The Laboratory staff was present to answer any questions from the media.
 - Jose Colome, Public Information Officer with Santa Clara Vector Control District was also present.
 - NBC and CBS camera teams came to the demonstration.

- **Media Interviews**
 - Manager Gay has completed over 12 interviews with local media outlets including on camera interviews for local TV stations, live radio interviews, taped on camera interviews and multiple telephone interviews with reporters from local newspapers.

- **Media Releases**
 - The first media release went out August 23rd when we discovered the Yellow Fever Mosquito at the Holy Cross Cemetery. This media release was a collaborative effort with California Department of Public Health and San Mateo County Health System.
 - The District put together a packet to provide to the homeowners when we immediately started the door-to-door inspections.
 - The packet included a Public Health Advisory, media release, and a Yellow Fever Mosquito Fact Sheet (English and Spanish).
 - The second media release went out on October 22nd. This media release was to announce the CERT program in Menlo Park. This media release was a collaborative effort with Menlo Park Fire Protection District, California Department of Public Health, San Mateo County Health System, and Santa Clara Vector Control District.
 - The final media release went out on November 1st. This media release gave specifics on the mosquito inspection demonstrations, press conference, and more information on the CERT programs. This media release was a collaborative effort with Menlo Park Fire Protection District, and Santa Clara Vector Control District.
 - All media releases led to multiple on camera interviews by the District Manager and/or newspaper articles.

- **Newspaper Articles on the Yellow Fever Mosquito**
 - Newspaper articles on the Yellow Fever Mosquito skyrocketed when one news outlet mistakenly reported that in San Mateo a Yellow Fever Mosquito was found positive with Yellow Fever.
 - This caused a media storm at our district where Manager Gay was reporting to the media upwards of multiple interviews a day.

- **Special Door Hanger for CERT Program**
 - District developed a special door hanger public health alert for the CERT Volunteers to place on every door in the assigned neighborhoods.
 - District produced 3,500 door hangers.
 - The door hanger explained the call to action and the need to have the homeowners take action with helping to eliminate mosquito breeding in their yards.

- The door hanger was a collaborative effort with California Department of Public Health and San Mateo County Health System.
- The CERT volunteers were able to put the door hanger on **2,752 homes**.
- **Special Brochure on *Aedes aegypti* – An Invasive Mosquito**
 - District developed a special brochure that was placed on our website and provided to the public during inspection in the Menlo Park neighborhoods.
 - The brochure provides a backyard breeding checklist, background on the Yellow Fever Mosquito, map of a yard showing potential breeding sites.
- **District Brochure on “What is Mosquito and Vector Control”**
 - District technicians during the CERT program provided to the public the District brochure on “What are Mosquito and Vector Control.”
 - The brochure is a more condensed version of our mission and programs.
- **District Brochure on District Programs**
 - District technicians during the CERT program provided to the public the District brochure on District Programs.
 - The brochure provides an excellent overview of the District programs.
 - The insert on description of materials used for controlling mosquitoes and yellow jackets was not included in this operation.
- **District Website**
 - District website received a significant upgrade to add the Public Health Advisory on the Yellow Fever Mosquito.
 - The Home page has the “Public Health Advisory.” Clicking on the advisory takes the viewer to a new page “***Aedes aegypti* in San Mateo County.**”
 - This new page includes the first two press releases, general *Aedes aegypti* information, photos of the mosquito and breeding sites, and the surveillance map of Menlo Park.
 - The CDC info on Dengue is also a link to the CDC website.
- **Other Media Outlets to Educate the Public on the Yellow Fever Mosquito**
 - We are looking into local city media outlets for opportunities to reach a select group of residents.
 - Looking into local homeowner groups.
 - City Managers have electronic access to their residents.
 - Looking at setting up a twitter account.
 - Working with Robyn Thaw, Public Information & Communications Officer with the San Mateo County Health System. Robyn helped the District with editing the second media release we submitted for the CERT Program.

Surveillance Operations for *Aedes aegypti*

- **Surveillance Summary as of October 30, 2013.**
 - Eggs first detected in Holy Cross Cemetery, Menlo Park, reared, and confirmed as adult *Aedes aegypti* on August 23, 2013 by Dr. Bill Reisen at UC Davis.
 - **1,254** residences have been inspected for *Aedes aegypti* mosquito larvae.
 - **159** inspected residences had some type of mosquito **larvae** found in a water source on the property.
 - **13** *Aedes aegypti* **larvae** were found in samples collected during those inspections.
 - **6** *Aedes aegypti* **adults** were trapped since August 23rd.
 - *Aedes aegypti* **eggs** were found in **5** locations in addition to the original detection at the Holy Cross Cemetery.
 - Detection of *Aedes aegypti* has all been in the city of Menlo Park, the County Unincorporated area called West Menlo Park, and the Town of Atherton.

- ***Aedes aegypti* Infestation Questionnaire.**
 - District developed a special infestation questionnaire for the Technicians to use when conducting the door-to-door inspections.
 - The goals were:
 - ✚ To find residents who were experiencing biting mosquitoes during day light hours.
 - ✚ Find residents who may have traveled to other areas with high populations of *Aedes aegypti*. If so did they bring back any plants.
 - ✚ Property assessment of any mosquito breeding.

- ***Aedes aegypti* Inspection and Control Protocol.**
 - District developed a protocol to standardize operations in the field.
 - ✚ 1st – distribute door hangers; press release and infestation questionnaire in the area where *Aedes aegypti* are found. Protocol lists more details for the technician to follow.
 - ✚ 2nd – Teams of technicians, laboratory staff, and summer hired employees are sent to perform door-to-door inspections and treat all breeding sites and bring back to the lab all mosquito larvae collected for identification and rearing to adult stages. Protocol lists more details for the inspection teams and laboratory staff to follow.
 - ✚ 3rd – all information is provided to the laboratory staff who process the data, producing new maps every two days showing surveillance results.

- ✚ All *Aedes aegypti* mosquitoes are sent to Yale for genetic testing to determine the specific strain which will tell us where this population originated.
- **Ovitraps for collecting *Aedes aegypti* eggs.**
 - Additional Ovitraps (40) are being used within residential properties around the Holy Cross Cemetery.
 - ArcView mapping is being used to show the newly deployed Ovitraps.
 - Trapping will continue through the winter months to monitor the Yellow Fever mosquito's populations.
- **Door to Door Inspections**
 - Operational and Laboratory staff with seasonal staff support and a staff member from Public Health initiated door to door inspections surrounding the Holy Cross Cemetery for the last 8 weeks.
 - ✚ Visited more than ***1,200 residents***.
 - ✚ The District operational staff is receiving excellent support from the local residents.
 - ✚ Door to Door inspections is the key to an effective operation of this type.
- **Cemetery Inspections**
 - As stated last month the flower holding containers in the cemetery were inspected and found to be heavily infested with mosquito larvae.
 - To reduce the mosquito larvae populations the cemetery personnel removed and destroyed the provided plastic flower vases.
 - District staff will continue to monitor the cemetery for larvae in the 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 and is looking at purchasing additional BG traps for the start of the next cycle this coming spring.
 - ArcView mapping will include the BG Sentinel trapping sites.
- **Adult "AGO" Mosquito Sticky Trapping Devices**
 - District continues to employ new AGO 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 and will install them at all the residence with active populations of *Aedes aegypti*.

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 few small pellets 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 additional pellets will need to be used for further control.
 - District staff treats all permanent flower vase holders with the Altosid pellets in September. A second treatment occurred in October. All grave sites are treated. Estimated over 3,000 grave sites.
- **Barrier Treatments**
 - We have not implemented the barrier treatments at this time due to the limited number of adult mosquitoes.
 - Barrier treatments are the application of a wettable powder residual treatment insecticide. This liquid-based insecticide is applied by a backpack or hand compressed sprayer to the eaves and walls of the residents, fences, and barrier vegetation. The goal is to kill the mosquitoes as they rest on the surfaces following periods of flight activity.
- **Adult Mosquito Fogging (ULV) Treatments**
 - District performed ULV treatments at the Holy Cross Cemetery.
 - With the limited number of adult mosquitoes in Menlo Park at this time adult fogging operations are not recommended.

Future Public Outreach and Surveillance for *Aedes aegypti*

- **Public Outreach.**
 - Reviewing options after this cycle of Yellow Fever (YF) Mosquito Public Outreach.
 - Strongly recommend the District hire a Public Outreach Coordinator.
- **Surveillance Operations.**
 - Reviewing options after this cycle of YF Mosquito Surveillance.

- Bringing on a special team of summer hires (2-4) to perform the door-to-door inspections under the direction of David Allen, Vector Control Technician for Menlo Park.
- Purchase additional BG Sentinel Traps, Ovitrap, and AGO traps.

Trustee Programs

- **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 in November.

- President Lerner expires 12/31/13
- Trustee Cogoni expires 12/30/13
- Trustee DeJarnatt expires 12/31/13
- Trustee Martinucci expires 1/24/14
- Trustee Cairo expires 12/31/13
- Trustee Meinerth expires 02/16/14
- Trustee Smith expires 02/28/14

- **Trustee Ethics Training**

- This training is *mandatory for trustees*.
- 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**

- Aimee Armsby, County Counsel provided a great presentation on Sexual Harassment Training to the following trustees on October 15th: Christine Fuller, Robert Maynard, and Dr. Jim Ridgeway.
- Daniel Valim, County Counsel also provided a great training to the following trustees on October 16th: Steve Hedlund, Robert Riechel, Kati Martin, Rick Wykoff, Donna Rutherford, Dick Tagg, Sam Lerner, and Donelle O'Connor.
- The following trustees have completed the training at other venues and submitted their certificates to the District: Leon Nickolas, Dr. Scott Smith, Jason Seifer, Valentina Cogoni, and Chris Cairo.
- We still have a few trustees that need the training and the District will contact you on your options.
- This training is *mandatory for trustees*.

- **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.

- **San Mateo County Special Districts**
 - Meeting held on October 29, 2013 at the Sequoia Health Care District.
 - President Lerner and Assistant Manager Weber attended the meeting and Brian provided a presentation on our District's mission, challenges, and scope.
 - Joshua Cosgrove (North Coast County Water District) is also a Special District Commissioner on LAFCo reported on the LAFCo activities including the closure of the Mosquito and Vector Control matter and the grand jury report on the County's healthcare districts.
 - CSDA representative, Dorothy Holzem reported on the CA legislative issues.
 - The next meeting dates are February 4, 2014, May 6, 2014, and August 5, 2014.

- **Lehman Bros. Settlement Agreement**
 - Sandie Arnott, San Mateo Treasurer, informed the District a settlement agreement was reached and fully executed. The defendants were given until November 30, 2013 to fully fund the total settlement.
 - Estimated the County Pool's share of the settlement will be in the range of \$5,230,394. Treasurer Arnott reminded the Pool the initial settlement was for \$1 million, however, the County decided to pursue litigation.

Manager Meetings outside the District between November 13th and December 11th Board Meetings

- ✚ Thanksgiving Vacation November 28th and 29th.
 - ✚ Continuing Education, December 3rd and 5th.
 - ✚ Trustee Field Day, December 11th.
-

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 #34, October 25, 2013.
- C. CSDA Affordable Care Act (ACA) Implementation for Special Districts, October 7, 2013.
- D. LAFCo letter dated October 24, 2013.
- E. San Mateo County Health System, Environmental Health letter dated October 11, 2013.
- F. Public Policy Advocates, letter dated October 24, 2013.
- G. District Brochure – “What is Mosquito and Vector Control”
- H. Public Health Advisory – Invasive Species Alert
- I. Media Release Alert – Yellow Fever Mosquito Found in San Mateo County, released on August 23rd.
- J. Media Release Alert – Menlo Park Launches Neighborhood Response to Ensure Elimination of Yellow Fever Mosquito, released on October 22nd.
- K. Media Release Alert – Menlo Park Launches Neighborhood Response to Ensure Elimination of *Aedes aegypti* (The Yellow Fever Mosquito), Community Door-to-Door Information Campaign Scheduled for November 2nd, released on November 1st.
- L. Door Hanger – Public Health Alert “Yellow Fever Mosquito has been found in this area.”
- M. Brochure – *Aedes aegypti* “An Invasive Mosquito” {Your help is needed to prevent this mosquito from spreading further in San Mateo County}
- N. *Aedes aegypti* Inspection and Control Protocol.
- O. Brochure – District Programs.
- P. Public Health Advisory – Invasive Mosquito Alert. {two versions}
- Q. Map of the *Aedes aegypti* activity in Menlo Park October 2013.
- R. San Mateo County Treasurer letter on the Lehman Bros Settlement Agreement, November 4, 2013.
- S. Minutes for San Mateo County Special Districts Special Quarterly Meeting dated October 29, 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. CERT = Community Emergency Response Team
- N. DPR = "California" Department of Pesticide Regulation
- O. DSC = Delta Stewardship Council
- P. EPA = "United States" Environmental Protection Agency
- Q. ERMA = Employment Risk Management Authority
- R. ESA = Entomological Society of America
- S. IPM = Integrated Pest Management
- T. ISB = Independent Science Board
- U. LAFCO = Local Agency Formation Commission.
- V. LAO = Legislative Analyst's Office
- W. MAD = Mosquito Abatement District
- X. MVCAC = Mosquito and Vector Control Association of California.
- Y. MVCD = Mosquito and Vector Control District
- Z. NMFS = National Marine Fisheries Service
- AA. NPDES = National Pollutant Discharge Elimination System
- BB. NRDC = National Resources Defense Council
- CC. OEHHA = Office of Environmental Health Hazard Assessment
- DD. PEIR = Programmatic Environmental Impact Report
- EE. SDLF = Special District Leadership Foundation
- FF. SMCMVCD = San Mateo County Mosquito and Vector Control District
- GG. SOVE = Society of Vector Ecology
- HH. USEPA = U.S. Environmental Protection Agency
- II. USFWS = U.S. Fish and Wildlife Service
- JJ. VCJPA = Vector Control Joint Powers Agency
- KK. VCD = Vector Control District
- LL. XR-G = Extended Residual Granular (pesticide product - Altosid)
- MM. XRT = Extended Residual Tablet (pesticide product - Clarke)
- NN. WNV = West Nile Virus



District Report



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Staff entomologists, Kim Keyser and Warren Macdonald, participating in the 1st annual Portola Valley Science and Nature Bird Day event.

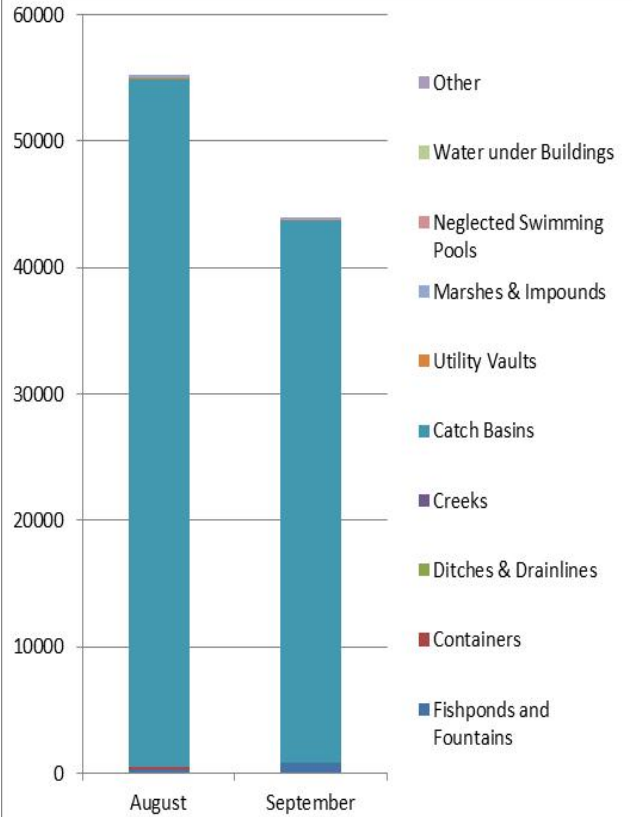
District News

- District staff teamed up with the Menlo Park Fire Department and volunteers from the Community Emergency Response Team (CERT) to distribute public outreach information about the *Aedes aegypti* mosquito.
- The District participated in the Portola Valley Science and Nature Bird Day on October 27. This event provided District staff the opportunity to discuss the West Nile Virus disease transmission cycle with ornithology enthusiasts.
- District staff conducted mosquito life cycle labs for 6th graders in the Ravenswood School District in East Palo Alto and East Menlo Park. Participating schools were 49ers Academy (10/2), Belle Haven Community School (10/7), and Ronald McNair Middle(10/15).
- San Mateo County has had five confirmed cases of dengue fever in 2013, all acquired during international travel. The occasional introductions of dengue fever into the county highlights the importance of continued efforts of surveillance and control of the *Aedes aegypti* mosquitoes.

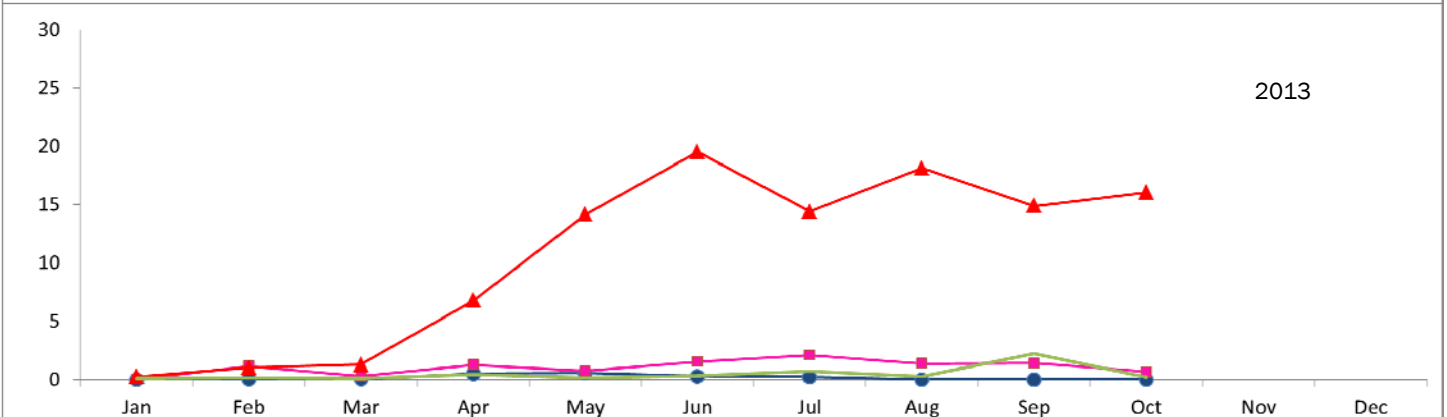
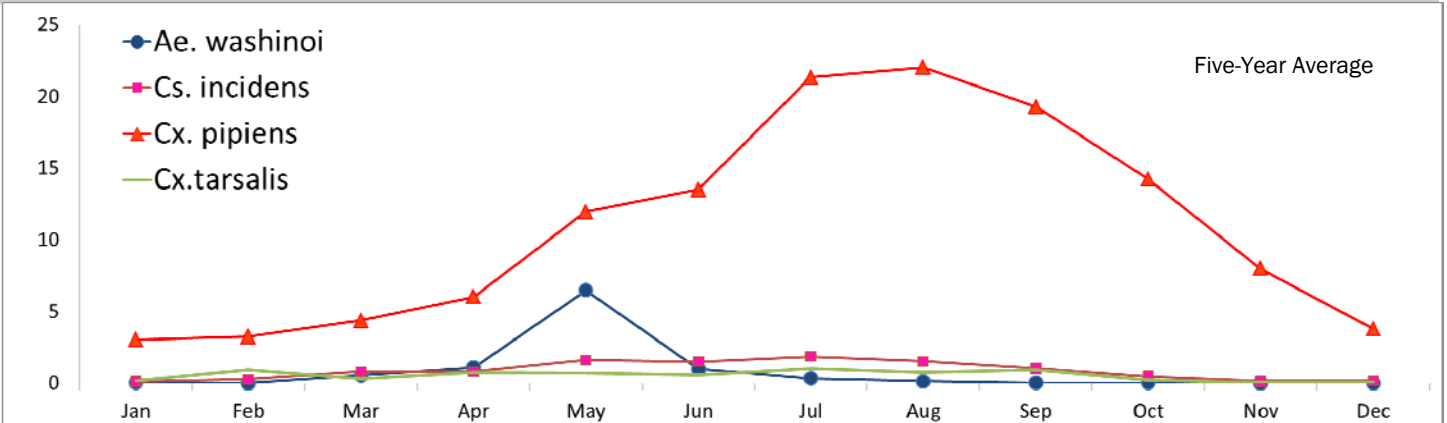


Mosquito Sources Treated

	August	September
Fishponds & Fountains	275	759
Containers	152	78
Ditches & Drain lines	48	16
Creeks	31	5
Catch basins	54373	42886
Utility Vaults	162	17
Marshes & Impounds	33	25
Neglected Swimming Pools	23	12
Water under Buildings	6	5
Other	9	13
Total	55112	43816



C02 Trap Data





Menlo Park Fire Department and Community Emergency Response Team Event

On November 2, district staff teamed up with the Menlo Park Fire Department and fifty-five volunteers of the Community Emergency Response Team in Menlo Park (CERT) to distribute public outreach information about the *Aedes aegypti* mosquito species that is the vector for Yellow and Dengue Fevers. The Saturday event that included media coverage capped off the District's conclusion of its intensive surveillance and control program for *Aedes aegypti* mosquitoes for 2013. Collectively, the groups distributed 2,753 door hangers in less than three hours! The District extends deep appreciation to all who participated to make this event a collaborative success!



Menlo Park Fire Chief, Manny Navarro, and CERT Coordinator, Carol Parker, taking charge of the dedicated volunteers at the event.



Assistant Manager, Brian Weber, addressing the group of CERT volunteers about the importance of the event.



Lab Director, Dr. Nayer Zahiri, preparing to meet with the media. Jose Colome, PIO from Santa Clara VCD, and the Menlo Park Fire Department on hand to assist.



District staff attentively gathering instructions from CERT group leaders in preparation to assist in the field.



Office Administrator, Devina Walker, and Accountant, Mary Leong, arriving early to the fire station to set-up before the arrival of CERT volunteers.



Board President, Sam Lerner and Menlo Park Trustee, Valentina Cogoni, stopping by the event ready to lend a hand! Finance Director, Rosendo Rodriguez, assuring logistics for food supplies run smoothly.



West Nile Virus Risk Assessment

Time Interval 2013 by Month
Agency SANM
Spatial No Spatial Filter
Target WNV - West Nile virus
Trap Type All Available Trap Types
Sex/Condition All Available Sex/Conditions
Species All Available Species

	1/31/13	2/28/13	3/31/13	4/30/13	5/31/13	6/30/13	7/31/13	8/31/13	9/30/13	10/31/13	11/30/13	12/31/13
Risk	1	2.3	2.3	2.5	2	2	1.8	1.8	2.3	2.5	1	
Environment	1	1	1	2	2	2	2	2	2	2	1	
Abundance	1	5	5	5	4	4	2	2	3	5		
Infection					1	1	1	1				
Seroconversion				1	1	1	2	2	2	2		
Dead Bird	1	1	1	2	2	2	2	2	2	1	1	

The California Department of Public Health generates a risk assessment level ranging from 1-5 for West Nile Virus (WNV). The risk level is determined by analyzing a combination of data on mosquitoes and infection rates gathered by the District, weather patterns and the state WNV hotline. The risk levels are explained as:

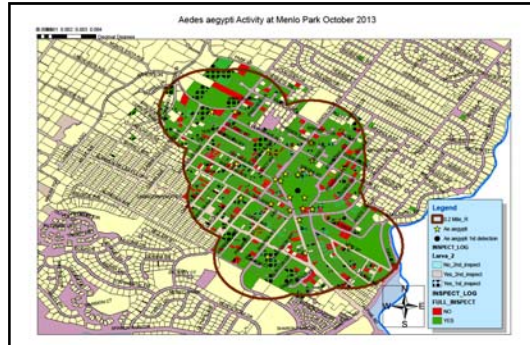
Risk Rating 1.0—2.5	<i>Normal Season, "No Alert Level"</i> - Regular district operations
Risk Rating 2.6—4.0	<i>Emergency Planning, "Alert Level"</i> - Enhanced larval detection and control, public health officials notified, increased disease surveillance, more public outreach
Risk Rating 4.1-5.0	<i>Epidemic Conditions, "Emergency Level"</i> - full media campaign, physicians and veterinarians alerted, detection and investigations of human cases, continue enhanced larval surveillance and control



Operations Report

Goodbye Summer, Hello Winter

Another successful summer has come to an end and our seasonal staff was a large part of our success. With our full time staff working hard to control the *Aedes aegypti* in Menlo Park, the seasonal workers filled in admirably with our annual Spartina control and creek treatments which kept the District running smoothly. We had a great group this year and built a lot of camaraderie we hope we get a lot of returnees for next summer.



October Highlights

- Our staff has been working hard to create a boundary in Menlo Park for the *Aedes aegypti* by checking over 1,300 houses in about 9 weeks between August 26th and October 29th.
- We have been working closely with Santa Clara County Vector Control District to help train the technicians in surveillance and inspection of the *Aedes aegypti*.
- We completed another successful season of Spartina control with the Coastal Conservancy, which started in late July and ended October 25th.
- This summer our seasonal staff have treated over 238,000 catch basins throughout San Mateo County which greatly helped control the mosquito population.



Our catch basin drivers did a great job this year.

As we turn our attention toward the upcoming winter season, our staff have been working hard on mosquito control in their zones so that they will be able to focus on the rainy weather sources. Bring on the rain.

District Balance Sheet - Consolidated Funds As of September 30, 2013

	Sep 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 - Cash	4,633,516
1010A01 - Cash-VCJPA Property Contingency	36,884
1010A02 - Cash-VCJPA Member Contingency	328,203
1020 - Cash - Petty Cash	200
Total Checking/Savings	4,998,803
Accounts Receivable	
1012 - 1012 - Accounts Receivable-001	83,171
Total Accounts Receivable	83,171
Total Current Assets	5,081,974
TOTAL ASSETS	5,081,974
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 - 4300-1 - Accounts Payable	40,381
Total Accounts Payable	40,381
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	40,381
Total Liabilities	40,381
Equity	
3021 - 3021 - Prior Period Adjustment	6,996
32000 - Retained Earnings	6,100,343
Net Income	(1,065,747)
Total Equity	5,041,592
TOTAL LIABILITIES & EQUITY	5,081,974

District Profit & Loss - Consolidated Funds for the month ended September 30, 2013

REVENUES	MTD September-13	YTD FY13/14	Budgeted FY13/14	YTD Sept %	25%
				Balance Remaining	% of FY-3/14 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	1,642	1,642	1,500	(142)	109.5%
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	26,810	115,865	255,000	139,135	45.4%
2647 Misc Refunds/RDA/RPTTF	13,741	19,057	40,000	20,943	47.6%
2658-11 VCJPA-Misc Income	4,431	4,431	10,000	5,569	44.3%
2658 Other	106	56,927	48,000	(8,927)	118.6%
Total Revenue	46,729	206,732	4,160,680	3,953,948	5.0%
EXPENDITURES					
Salary & Benefits					
4111 Regular Full Time	115,097	341,417	1,515,000	1,173,593	22.5%
4161 Regular Part Time	21,738	63,090	129,000	65,910	48.9%
4311 Social Security	1,453	4,209	10,000	5,791	42.1%
4321 Retirement	36,331	107,696	476,000	370,104	22.6%
4412 Health Insurance	29,818	81,377	369,000	287,623	22.1%
4414 Great-West Deferred Comp	1,000	2,500	13,000	10,500	19.2%
4415 Medicare Insurance	2,010	5,938	24,000	18,082	24.7%
4422 Dental Insurance	5,565	11,904	38,000	26,096	31.3%
4431 Vision Insurance Plan (VSP)	443	1,315	5,300	3,985	24.8%
4440 Employee Commute Benefit	402	1,188	5,500	4,312	21.6%
4442 Long Term Disability	943	2,580	11,300	8,720	22.8%
4451 Unemployment Insurance	963	3,516	18,000	14,484	19.5%
4621 AFLAC Insurance	468	1,577	6,500	4,923	24.3%
Subtotal	216,031	628,508	2,622,800	1,994,092	24.0%
Services & Supplies					
5111 Pesticides	2,101	63,456	250,000	186,544	25.4%
5121 Clothing	1,800	6,836	23,700	16,864	28.8%
5156 Household	138	443	4,200	3,757	10.5%
5171 Medical/Laboratory	1,466	10,867	18,800	7,913	57.9%
5188 Other Misc (Union Bank Fee)	41	115	1,800	1,685	6.4%
5199 Office	678	2,900	20,100	17,200	14.4%
5233 Tools/Equipment	1,489	8,650	19,350	10,700	44.7%
5331 Memberships	0	8,000	18,845	10,845	42.5%
5416 Gasoline/Oil	7,132	22,142	67,000	44,858	33.0%
5428 Miscellaneous Repair	2,959	151,195	285,000	143,805	51.3%
5472 General Maintenance	334	914	9,300	8,396	9.8%
5631 Electric/Gas	2,139	6,273	20,900	14,627	30.0%
5635 Water/Sewer Disposal	381	2,146	9,700	7,554	22.1%
5721 Meetings/Conferences	3,401	10,898	91,800	80,902	11.9%
5856 Services/Consultation	30,458	74,988	238,800	163,812	31.4%
5966 District Special Expenses	(238)	4,463	123,750	119,287	3.6%
6712 Telephone	1,708	5,689	22,500	16,811	25.3%
6725 Liability Insurance	0	49,236	53,000	3,764	92.9%
6731 Other Insurance	0	101,185	102,100	915	99.1%
Subtotal	55,984	530,416	1,380,445	860,029	38.1%
Fixed Assets					
7211 Structures/Improvements	0	0	0	0	0.0%
7311 Equipment	2,523	113,555	144,300	30,745	78.7%
Subtotal	2,523	113,555	144,300	30,745	
Total Expenditures	274,538	1,272,478	4,157,345	2,884,867	30.6%
NET INCOME					
Net Income	(227,809)	(1,065,747)	3,335		



"An Independent Special District Working for You Since 1916"

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL

1351 Rollins Road
Burlingame, CA 94010

Phone: 650-344-8592
Fax: 650-344-3843
www.smcmad.org

The San Mateo County Mosquito and Vector Control District is an independent, Special District funded by a property tax voted in by individual cities. Our mission is to safeguard the health and comfort of our citizens through a planned program to reduce mosquitoes and other vectors in an environmentally responsible manner.

	Extension
Robert B. Gay, Manager	12
Brian Weber, Assistant Manager	16
Nayer Zahiri, Laboratory Director	32
Tina Sebay, Vector Ecologist	38
Theresa Shelton, Vector Ecologist	44
Warren Macdonald, Laboratory Assistant	31
Rosendo Rodriguez, Finance Director	11

"A VECTOR is any animal that can transmit disease to animals or people."

West Nile Virus Surveillance

The statewide West Nile virus (WNV) testing program has concluded for 2013. Although some counties in California continue to test dead birds through the winter, the following data represents the final 2013 WNV bird, squirrel, and chicken testing totals for San Mateo County. Residents can continue to report dead birds for informational purposes at http://westnile.ca.gov/report_wnv.php

San Mateo County:

This year (2013), West Nile virus was detected in two dead birds and one dead squirrel with a low (chronic) level of infection. A total of 290 dead birds and ten dead squirrels were reported in the county this year. None of the district's sentinel chickens tested positive for WNV in 2013.

California:

As of October 31, a total of 1,210 dead birds (38%) have tested positive for West Nile virus in the state. At this time last year, 1,617 birds (37%) had tested positive for WNV in California.

To date, WNV has been detected in mosquito samples from 27 counties this year. Thirteen horses, 478 sentinel chickens and eight squirrels have also tested positive for WNV. In California, 339 human cases have been reported this year from 29 counties (shaded blue on map). A total of 11 WNV-related deaths occurred in California this year, with one from Glenn County, seven from Los Angeles County, one from Sacramento County, one from San Bernardino County and one from San Joaquin County.

