



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
January 8, 2014

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, November 13, 2013.
- 2) Minutes for Trustee Field Day, December 11, 2013.
- 3) Auditor Service Contract with R.J. Ricciardi, Inc. for fiscal year 2013-2014.
- 4) Professional Consulting, Engineer of Work and Levy Administration with SCI Consulting Group, for fiscal year 2014-2015.
- 5) Stericycle agreement for 3 years for removing medical waste.

ACTION: Motion to approve Consent Calendar items.

8. REGULAR AGENDA

A. Election of District Trustees nominated for Board Officer Positions for Calendar Years 2014 and 2015.

ACTION: Motion to approve Board Officers for Calendar Years 2014 and 2015.

B. Policies and Procedures Employee Manual.

ACTION: Motion to approve District Policy 2170 and 5201.

C. District Policy Manual.

ACTION: Motion to approve District Policy 6020.

D. Laboratory PCR Room Cabinets.

ACTION: Motion to approve B-K Mills and Fixtures to install cabinets in the PCR Room..

9. BOARD COMMITTEE MEETING REPORTS

- A. Environmental and Public Outreach
- B. Finance
- C. Strategic Planning
- D. Policy

10. FINANCIAL REPORT

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

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

- B. Mid-Year Review of the District Budget for fiscal year 2013-14. Finance Director, Rosendo Rodriguez

ACTION: Motion to approve Mid-Year Review of the District Budget for Fiscal Year 2013- 2014.

11. MANAGER’S REPORT

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

- A. Trustee Field Day held December 11, 2013.

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 January 8, 2014 was posted and available for review on January 2, 2014, 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.

RECOMMENDATION

Recommend the Board of Trustees introduce a motion to approve the Consent Calendar.

BACKGROUND

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

Item 7.A.1

1. Board Secretary has completed the minutes of the November 13, 2013; Regular Board of Trustee's meeting.

Item 7.A.2

1. Assistant Board Secretary has completed the minutes of the December 11, 2013; Trustee Field Day.

Item 7.A.3

1. The Board of Trustees approved a one year contract with R.J. Ricciardi for Fiscal Year 2013-14. The contract is provided for review.

Item 7.A.4

1. The Board of Trustees approved a one year contract with SCI Consulting for Fiscal Year 2014-15. The contract is provided for review.

Item 7.A.5

1. Our contract with Waste Stream Solutions was cancelled when Stericycle acquired Waste Stream Solutions. The cancellation of the contract with Waste Stream Solutions and the starting date for a new service agreement with Stericycle will start on October 1, 2013.

ANALYSIS

Item 7.A.3

1. The Finance Committee reviewed and discussed the continuation of the contract with the auditor. The recommendation to the Board was to approve a one year contract with R.J. Ricciardi. The Board at the November Board Meeting approved the recommendation and requested the contract be provided for final review and approval. There are no cost increases from previous contracts with R.J. Ricciardi.
2. The Finance Committee will review the auditing service provider program during calendar 2014 and make recommendations to the Board for future contracts or the need for a request for proposal for vetting other auditing proposals.
3. R.J. Ricciardi has provided auditing services for the last three years and one year of internal control audit.

Item 7.A.4

1. The Finance Committee reviewed and discussed the continuation of the contract with the Engineer of the Benefit Assessment. The recommendation to the Board was to approve a one year contract with SCI Consulting. The Board at the November Board Meeting approved the recommendation and requested the contract be provided for final review and approval. There are no cost increases with SCI Consulting.
2. The Finance Committee will review the Engineer of the Benefit Assessment program during 2014 and make recommendations to the Board for future contracts or the need for a request for proposal for vetting engineering and levying administration services.
3. There is also no cost increase for completing Engineer of the Benefit Assessment for FY 2014-15 by CSI Consulting. This contract allows for Engineering of the Benefit Assessment for next fiscal year (2014-2015). The engineering works start in February – March 2014 with preparation of the engineers report, budget, and levying the assessment. The Board passes two resolutions to implement this process.

Item 7.A.5

1. The service agreement with Stericycle is to remove the District's medical waste on a monthly basis (13 stops – every 4 weeks). With the signing of the service agreement with Stericycle the fee structure for Stericycle remains the same as the fee structure was for Waste Stream Solutions for the next 3 years.
2. Stericycle does reserve the right to adjust the contract price not more than five (5) percent annually on or after the initial twelve (12) months of the Agreement to account for

operational charges it implements to comply with documented changes in law, to cover increases in the cost of fuel, insurance, or residual disposal. Similar agreement with Waste Stream Solutions.

3. The Laboratory Staff vetted the hazardous medical waste service providers prior to FY 13-14 and at that time Waste Stream Solutions was the best service provider with the lowest fees.

IMPACT ON DISTRICT RESOURCES

Item 7.A.3

1. The FY 2014-15 proposed budget will include an appropriation of \$10,000 for basic financial audit services. The base contract is for \$9,000. In addition, the auditor is allowed to bill the District for providing information to successor auditors in compliance with SAS. No. 84. If the Board requests R.J. Ricciardi to perform an internal control audit the FY 1014-15 budget would need to be increased to cover those costs.
2. The current fiscal year 2013-14 budget for auditing services was set at \$15,000 to cover basic financial auditing for fiscal year 2012-13 and internal control audit for July 1, 2012 to December 30, 2012.

Item 7.A.4

1. The FY 2014-15 proposed budget will include an appropriation of \$21,000 for Engineering of the Benefit Assessment. The base contract is for \$19,500. In addition, the Engineer is allowed to bill the District for the purchase of property data, maps, travel expenses at a not to exceed \$1,200.

Item 7.A.5

1. The FY 2013-14 current budgets includes an appropriation of \$1,500 for Lab Biological Waste Disposal (5171-C4). The District is currently invoiced \$95 per four week period. No additional funds are needed at this time.

POLICY ISSUES

Item 7.A.3 and Item 7.A.4

1. District Policy 6030.342 states' bidding is not required for the retaining the specialized services of professionals, such as scientists, engineers, attorneys, or accountants.
2. The District Policy Committee was Board directed to make changes in this policy requiring a bidding process for hiring of professionals.

Item 7.A.5

1. The District is preparing a policy on handling medical waste based on our State Association's Ad-hoc In-house Testing committees work on drafting a uniform policy for state mosquito and vector agencies.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

1. Regular Board Meeting Minutes, November 13, 2013.
2. Trustee Field Day Minutes, December 11, 2013.
3. R.J. Ricciardi contract for audit services for FY 2013-14.
4. SCI Consulting contract for Engineering services for FY 2014-15.
5. Stericycle contract for medical waste service for 3 years.

District Guidelines for Pesticide Purchases.

- **Sole Source pesticide purchases of less than \$7,500.**

The Manager can approve and place the information of those items in the Managers Report.

- **Sole Source pesticide purchases of greater than \$7,500.**

The Manager is not authorized to approve those expenditures without Board approval.

These purchases will be included in the consent calendar agenda item of the following Board meeting for Board approval.

- **Non-Sole Source Pesticide purchases of less than \$1,000.**

Bidding is not required when the pesticide to be purchased is less than \$1,000 in value.

The Manager will place the information of those items in the Managers Report.

- **Non-Sole Source Pesticide purchases of between \$1,000 and \$7,500.**

Informal bidding is required (3) and may be either written bids or telephone survey of pricing.

The Manager can approve and place the information of those items in the Managers Report.

- **Non-Sole Source Pesticide purchases greater than \$7,500.**

Formal bidding is required. This normally requires a Request for Proposal and a ten (10) day advertising period. The District knows the pesticide distributors and usually receives pesticide costs at the beginning of a fiscal year. So this process actually occurs within a few days. The awarding of this non-sole source pesticide purchase (> \$7,500) will be rotated to prevent any appearance of inappropriate bias. These purchases are agendaized, in the Regular Agenda of the following Board meeting for Board approval.



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**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 NOVEMBER 13, 2013
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on November 13, 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
	Maria Martinucci	Christopher Cairo
	Scott Smith	Betsy Schneider

TRUSTEES ABSENT: Robert Maynard, Dick Tagg

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

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 18 Trustees were present with Trustees Maynard and Tagg with excused absences, and Trustee Meinerth arriving at 6:33PM.

4. APPROVAL OF THE AGENDA AS POSTED:

No changes.

5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to Trustees Robert Riechel, San Bruno, and Rick Wykoff, Foster City, by County Counsel Lee Thompson.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were none.

7. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of October 9, 2013.
 - Motion by DeJarnatt, 2nd Ridgeway to approve the consent calendar with the amendment of changing trustee's Martin spelling of her first name to "Kati", approved unanimously by the Board 17-0.

8. REGULAR AGENDA:

- A. Consideration of Policy 6030, Expense Authorization.
 - Motion by Nickolas, 2nd by Seifer to approve the Policy Committee reviewing Policy 6030 with the concerns of the Board considered, approved by a unanimous 17-0 vote of the Board.
- B. Statements were made by the following Trustee's nominated to the Board Offices for the years 2014-2015:

- President: Sam Lerner, Donna Rutherford
- Vice President: Rick Wykoff,
- Secretary: Leon Nickolas
- Assistant Secretary: Barry Meinerth

- C. Trustee Field Day Presentation by Brent Ives of BHI Management Consulting. Approximately 15 Trustees plan to attend.
- Motion by Riechel, 2nd Ridgeway to approve Brent Ives providing a three hour presentation at the December Trustee's Field Day for \$2,600, passed by a unanimous 18-0 vote of the Board.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: *Donna Rutherford Chair***- Did not meet last month and at the next meeting will hear an update on the website revision.
- B. **Finance Committee: *Rick Wykoff Interim Chair*** – Met and considered options for CALPERS, one-year contract with the District's Auditor, the District's Engineer Contract, and changes on the following Policies:
 - Motion by Riechel, 2nd Rutherford to approve Policy 6020 Fixed Asset Accounting Control, passed unanimous by the Board 18-0.
 - Motion by Riechel, 2nd Scott to approve Policy 6030 Expense Authorization, with two minor edits, passed unanimous by the Board 18-0
 - Motion by Rutherford, 2nd DeJarnatt to approve Policy 6090 Accounts Payable Management, passed unanimous by the Board 18-0.
 - Motion by Seifer, 2nd Meinerth to approve Policy 6100 Journal Entry Approval, passed unanimous by the Board 18-0.
 - Motion by Rutherford, 2nd Wykoff to approve Policy 6110 Cash & Cash Management, passed unanimous by the Board 18-0.
 - Motion by Rutherford, 2nd DeJarnatt to approve District Contraction Options 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), approved unanimous by the Board 18-0.
 - Motion by Seifer, 2nd Fuller to approve a one-year contract extension with R. J. Ricciardi, for fiscal year 2013-2014, passed unanimous by the Board 18-0.
 - Motion by Fuller, 2nd Wykoff to approve a one-year contract extension with SCI Consulting Group for fiscal year 2014-2015, passed unanimous by the Board 18-0.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- next meeting 11/18
- D. **Policy Committee: *Robert Riechel Chair***: State law elections for Board Officers in January.

- Motion by Riechel, 2nd O'Connor to approve Policy 4150 amended "to take effect January 1, 2014", approved by Board 15-3 (against: Rutherford, Martin, and Wykoff).
- E. **Ad-hoc Building Committee: Chair, Dick Tagg-** Manager Gay reviewed all documents, ready to close out project with a final payment to the general contractor for \$35,183.06- Resolution M-007-14.
- Motion by Riechel, 2nd Hedlund to approve Resolution M-007-14, approved unanimously by Board 18-0.
- F. **Ad-Hoc Electronic Tablet Committee, Financial Director Rodriguez chair-** Met 10/24 to discuss benefits of providing electronic tablets, purchasing devices and website upgrades. Surveys were given to Trustees to determine the need for an electronic device.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through September. The budget was above the 25% year projection since some one-time expenditure and fees are running a little high. The District had \$4.99M in cash in the General and Capital Funds combined. Details of the financial report were included in the Board's packet. An analysis of cell phone use by staff was suggested by the Board.
- Action by Riechel, 2nd Ridgeway to approve the Financial Documents for fiscal year 2013-2014, July 2013 through September 2013, unanimously approved by the Board 18-0.

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: Various bills were discussed and the legislative pocket directory was offered to interested Trustees.
 - ✓ Mosquito and Vector Control Association of California (MVCAC): Annual Conference, February 2014.
 - ✓ Vector Control Joint Powers Agency (VCJPA): no report.
 - ✓ American Mosquito Control Association, (AMCA). Next annual meeting in Seattle, February 2014 for three trustees and staff to attend. Washington DC day will be the 1st week in May 2014.
 - ✓ California Special District Association (CSDA): Meeting next year, Affordable Care Act implementation memorandum..
 - ✓ District Program Updates- Among the items covered were: Aedes Aegypti collaborative outreach and surveillance in Menlo Park on 11/2 with the attendance of **Trustee Cogoni and Board President Samuel Lerner**; the incredible work done by staff all year to limit Culex pipiens mosquito levels. Discussions also resulted with typhus fever (possums), plague, anaplasmosis, Lyme disease, yellow and dengue fever in the County; Preventing Sexual Harassment class on 10/15; and the \$5.2M Lehman Bros settlement.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

None

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

- Motion by Fuller, 2nd Seifer to approve the next regular Board meeting for January 8, 2014, unanimously approved by the Board 18-0 vote.

14. ADJOURNMENT:

- Meeting was adjourned at 8:40 PM.

There being no further business, the meeting was adjourned at 8:40PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on November 13, 2013.

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

Approved:

District Manager

Board President



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**MINUTES OF THE TRUSTEE FIELD DAY MEETING OF THE
 BOARD OF TRUSTEES
 DECEMBER 11, 2013
 9:00AM**

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

TRUSTEES PRESENT:	Christine Fuller	Dr. James Ridgeway
	Jason Seifer	Barry Meinert
	Kati Martin	Steve Hedlund
	Valentina Cogoni	Peter DeJarnatt
	Robert Riechel	Rick Wykoff
	Dr. Samuel Lerner	Donna Rutherford
	Dr. Scott Smith	Betsy Schneider
	Robert Maynard	Dick Tagg

TRUSTEES ABSENT:	Maria Martinucci	Christopher Cairo
	Donelle O'Connor	Leon Nickolas
	Louis Gotelli	

OTHERS PRESENT:	District Manager, Robert Gay
	Finance Director, Rosendo Rodriguez
	Assistant Manager, Brian Weber
	Laboratory Director, Dr. Nayer Zahiri
	Accountant, Mary Leong
	Joseph Fil, Prior District Trustee from Portola Valley
	Brigitte Shearer, General Manager, Highland Recreation District
	Joshua Cosgrove, Director, North Coast County Water District
	Brent Ives, BHI Management Consulting

TRUSTEE FIELD DAY MEETING OF THE BOARD OF TRUSTEES

9:00AM

1. CALL TO ORDER

President Lerner called the meeting to order at 9:00AM and stated that it was being recorded.

2. PLEDGE OF ALLEGIANCE

The Trustee Field Day Meeting of the Board of Trustees was opened with the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 16 Trustees were present with Trustees Martinucci, O'Connor, Cairo, and Nickolas with excused absences, and Trustee Martin arriving at 9:05AM, Trustee Seifer arriving at 9:17AM, and Trustee DeJarnatt arriving at 10:06AM. Trustee Gotelli (Colma) was recently appointed to the Board in December 2013 and will attend his first Board Meeting in January 2014.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were none.

5. REGULAR AGENDA:

- A. Manager Gay introduced the Guest Speaker, Brent Ives, BHI Management Consulting.
- B. Brent Ives, BHI Management Consulting provided a presentation on "Board Best Practices and Good Governance." Overview:
 - a. The basis evolution and obligation of Board Membership.
 - b. Board Member Role
 - c. Ethics
 - d. Governance and Process
 - e. Membership
 - f. Board Team
 - g. Board Performance
 - h. The Board Moving Forward
- C. The presentation was outstanding with excellent questions and discussion.

6. ADJOURNMENT:

- Meeting was adjourned at 12:00 PM.

The Manager directed the Trustee Field Day participants to walk through the Laboratory spaces to view the display and proceed downstairs where the trustees will meet with their Vector Control Technician and hear a presentation on the District services provided to the trustee's cities and county unincorporated areas.

** All presentations that were provided to the trustees at the Trustee Field Day will be available upon request.

Approved:

District Manager

Board President

November 13, 2013

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 for the year ended June 30, 2014. 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 San Mateo County Mosquito and Vector Control District as of and for the year ended June 30, 2014. The Management's Discussion and Analysis accompanying the basic financial statements is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to San Mateo County Mosquito and Vector Control District's Management's Discussion and Analysis in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Audit Objectives

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 generally accepted auditing standards and will include tests of the accounting records of San Mateo County Mosquito and Vector Control District and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. 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 the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorizations and recorded properly, to permit the preparation of financial statements in accordance with generally accepted accounting principles. You are also responsible for all management decisions and functions.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. 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 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 San Mateo County Mosquito and Vector Control District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

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 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 or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants, and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for the presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

As part of the audit, we will prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. 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 entity or to acts by management or employees acting on behalf of the entity.

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 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, funding sources, 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 require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

In planning and performing our audits, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing and extent of our auditing procedures for the purpose of expressing our opinions on San Mateo County Mosquito and Vector Control District's financial statements.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. 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 AICPA professional standards. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Audit Procedures—Compliance

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

Audit Administration, Fees, and Other

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.

The audit documentation for this engagement is the property of R.J. Ricciardi, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or its designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of R.J. Ricciardi, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

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 estimate our fee, 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.

Estimated fees for future years are as follows:

2015	\$9,000 for the audit
2016	\$9,000 for the audit

R.J. Ricciardi, Inc. agrees to provide all of the services and agrees to the terms and conditions set forth in San Mateo County Mosquito and Vector Control 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.

In addition to the estimated fees noted above, we reserve the right to invoice San Mateo County Mosquito and Vector Control District at our standard hourly rates for 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.

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 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. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

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. San Mateo County Mosquito and Vector Control District reserves the right to terminate the contract if the auditor does not perform satisfactorily according to the terms and conditions of the agreement.

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: _____

Title: _____

Date: _____



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 2014

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

Monday, December 9, 2013

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

SCI Consulting Group ("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,

A handwritten signature in black ink that reads "John W. Bliss". The signature is written in a cursive style.

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:

- Initial planning, property research and assistance with preparation of improvement/service plans and budgets.
- 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.
- 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.
- 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.
- 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.
- Minimizing District time and resources by handling most tasks related to the administration and collection of the assessments.
- Periodic meetings and conferences with District staff to review findings, property base, budgets, and other relevant items.
- 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.

With 28 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 28 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 _____, 2014, 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 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 MVCD
1351 Rollins Road
Burlingame, CA 94010

Consultant:

John Bliss, Vice President
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

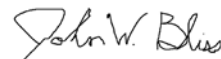
Any party may change its address by notifying the other party of the change in the manner provided above.

Accepted:

Robert Gay
General Manager
San Mateo County MVCD

Date

Accepted:



John W. Bliss
Vice President
SCI Consulting Group

Dec 3, 2013

Date

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 assessments 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.

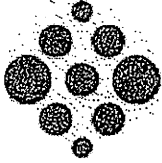
EXHIBIT B – FEE SCHEDULE / MANNER OF PAYMENT

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

1. For Fiscal Year 2014-15, 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 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), there shall be no charge by SCI for this service.
3. 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.

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Stericycle
Protecting People. Reducing Risk.™

BIOMEDICAL WASTE SERVICES AGREEMENT

Account # 6122581-001

Service Name and Address

Billing Name and Address (If different than service address)

Name: San Mateo Cty Mosq Cntrl Dist

Name:

Address: 1351 Rollins Rd

Address:

Address:

Address:

City: Burlingame, State: Ca Zip : 94010-2409

City: , State: Zip: SAME

Phone: 650-344-8592 Fax: 650-344-3843

Phone: Fax:

Contact Name: Mary Leong

Contact Name:

Email: FINANCE@SMCMAD.ORG

Email:

Date of Service Agreement: 10/01/2013

Frequency of Service: 13 stops (every 4 weeks)

SERVICE DESCRIPTION:

MEDICAL WASTE SERVICE INCLUDING: PACKAGING MATERIALS, TAPE, LABELS, TREATMENT, DESTRUCTION AND DOCUMENTATION

RATE STRUCTURE: See Per Unit Charge(s) Below

Per Box Charge \$ 35.00 (2 or more boxes) (please adhere to proper weight limits on all containers)

Per Box Incineration Charge: \$ (please adhere to proper weight limits on all containers)

Monthly Fee \$

Stop Charge \$ 95.00

Additional Fees \$

Additional Notes

By signing below I acknowledge that I am Customer's authorized officer or agent and that I have the authority to bind Customer to this Agreement. Customer agrees to be bound by the terms and conditions that appear on the second page hereof and comply with Stericycle's Waste Acceptance Policy, both of which are integral parts of this Agreement.

CUSTOMER: X Robert Gay

PLEASE PRINT: ROBERT GAY

Title District Manager Date: 12/12/13

STERICYCLE: X _____

PLEASE PRINT: _____

Title _____ Date: _____

Inter-Office use ONLY

Type of Agreement (Check one) New New Service Location Service Change Other Contract Change

Term of agreement 36 Months Date Sent: _____ Date Received: _____

Tax Exempt YES NO If yes, ID # _____ (copy must accompany paperwork) SFDC #: _____

Segment Code: 06 EPA/ Generator ID# _____

Routing Information (Operations Department) Customer Hours: _____

Route # _____ Cycle begin date ___/___/___ Day of Service: Mon Tues Wed Thu Fri Sat Sun

Map Page / Grid # _____ Routing Comments: _____

Frequency of Service: 13 stops (every 4 weeks) Container Type: _____ Quantity: _____ Service Area: _____

Stericycle, Inc., 4010 Commercial Ave., Northbrook, IL 60062

Phone: 1-866-783-7422 • Fax: 1-888-649-0625

TERMS AND CONDITIONSAccount/Site # **6122581-001**

1. Regulated Medical Waste Services (a) Stericycle, Inc. shall collect, transport, treat and dispose of all Regulated Medical Waste (except Non-Conforming Waste) generated by Customer during the term of this Agreement. (b) Responsibility for transportation of Regulated Medical Waste collected from Customer shall transfer and vest in Stericycle at the time it is loaded onto Stericycle's vehicle. Customer shall have title to Regulated Medical Waste at all prior times. Customer shall hold title to any Non-Conforming Waste at all times, whether refused for collection or returned to the customer for proper disposal after collection. All Regulated Medical Waste must be accompanied by a properly completed shipping document pursuant to 49 CFR 172.202 (Manifest). (c) Stericycle employees may refuse containers that are determined to be Non-Conforming Waste as identified in the Waste Acceptance Policy (WAP). Customer shall place only "Regulated Medical Waste" as defined by 49 CFR 173.134 or by any other federal, state and local regulations. (d) Customer represents and warrants that i) the waste presented for disposal will not contain any "hazardous", "toxic", "radioactive" or Non-Conforming Wastes as defined by all applicable laws, regulations and the WAP, ii) the waste strictly conforms to Stericycle's WAP and their local laws and regulations concerning Regulated Medical Waste and iii) they have reviewed the attached WAP and its complete definitions and requirements. (e) Customer shall be liable for any and all injuries, losses and damages resulting from Non-Conforming Waste. (f) All lab wastes or materials which contain or have the potential to contain infectious substances arising from those agents listed under 42 CFR 72.3 are strictly prohibited from medical waste by federal law and must be pretreated prior to disposal. (g) Further definitions are included under the current WAP, which is attached and made a part of this Agreement and specifically incorporated herein. Stericycle reserves the right to change the WAP at any time to ensure compliance with applicable laws or regulations. A copy of Stericycle's WAP may also be obtained from your local Stericycle representative.

2. Term and Pricing Subject to the provisions below, the term ("Term") of this Agreement shall be Thirty-Six (36) months from the Effective Date. (a) This Agreement shall continue on a month-to-month basis following the expiration of its initial term, and may be renewed by a renewal notice received from the customer at any time before or after the expiration of the initial term. All Extension Terms shall be subject to the terms and conditions hereunder. (b) Stericycle reserves the right to adjust the contract price not more than five (5) percent annually on or after the initial twelve (12) months of the Agreement to account for operational changes it implements to comply with documented changes in law, to cover increases in the cost of fuel, insurance, residue disposal, or to otherwise address cost escalation. (c) In the event Customer terminates this Agreement prior to expiration of the term hereof (or any "Extension Term") or fails to perform any of its obligations under this Agreement, Stericycle shall have, without limitation, all rights and remedies provided at law or in equity, as well as the right to recover from Customer an amount (which the parties hereby acknowledge constitutes Stericycle's liquidated damages and not a penalty) equal to fifty percent of the Customer's average monthly charge multiplied by the number of months (including any partial months), remaining until the expiration date of the then current term hereof. (d) Stericycle shall have the right to terminate this Agreement at any time by giving Customer at least sixty (60) days notice in the event that it is unable to continue performing its obligations under this Agreement due to the suspension, revocation, cancellation or termination of any permit required to perform this Agreement or in the event that a change in any law or regulation makes it impractical or uneconomical, in Stericycle's sole discretion, to continue performing this Agreement.

3. Billing Stericycle shall provide Customer with monthly, quarterly or annual invoices that are due upon receipt. Customer shall bear any costs that Stericycle may incur in collecting overdue amounts from Customer, including, but not limited to, reasonable attorneys' fees and court costs. Should any amounts due pursuant to this Agreement remain unpaid for more than 30 days from the date of the debt's first invoice, Stericycle shall have the option, without notice to Customer, to suspend service under this Agreement until the overdue amounts (plus late charges and collection fees) are paid. In addition to Stericycle's charges for services and products under this Agreement, the Customer shall pay all taxes imposed or levied by any governmental authority with respect to such services or products. These taxes include all sales, use, excise, occupation, franchise and similar taxes and tax-like fees and charges (but do not include any taxes on Stericycle's net income). Stericycle shall cooperate with the Customer to determine the applicability of any exemption certificates that the Customer provides to Stericycle in a timely manner. Additional charges related to energy, fuel and environmental

compliance may apply and shall be included within Customer's invoice and payable to Stericycle. In the event that Stericycle attempts to pick up waste at a Customer location (on either a scheduled pick-up or in response to a Customer request) and, through no fault of Stericycle, either (a) there is no Regulated Medical Waste for Stericycle to pick up, (b) waste is not ready for pick-up or (c) the Customer location is closed Stericycle shall have the right to charge a No Waste Fee.

4. Liability for Equipment Customer shall have the care, custody and control of containers and other equipment owned by Stericycle and placed at Customer's premises and accepts responsibility and liability for the equipment and its contents except when it is being physically handled by employees of Stericycle. Customer agrees to defend, indemnify and hold harmless Stericycle from and against any and all claims for loss or damage to property, or personal injury or death, resulting from or arising in any manner out of Customer's use, operation or possession of any containers and other equipment furnished under this Agreement. Any damage or loss to such containers and equipment, other than normal wear and tear, will be charged to Customer at full replacement value.

5. Indemnification (a) Stericycle shall indemnify and hold Customer harmless from any liabilities arising from the gross negligence or willful misconduct of Stericycle in the performance of its obligations under this Agreement. Customer shall indemnify and hold harmless Stericycle from any liabilities arising from the gross negligence or willful misconduct of Customer, which shall include, but not be limited to, failure to properly store, package, label, or segregate Regulated Medical Waste and any liabilities relating to Non-Conforming Waste, whether or not collected, transported or treated by Stericycle. Each party agrees to pay the reasonable attorneys' fees and costs incurred by the other in bringing a successful indemnification claim under this Paragraph. Customer agrees to pay Stericycle's reasonable attorney's fees incurred for any successful defense by Stericycle of a suit for indemnification brought against Stericycle by Customer. (b) Stericycle will indemnify and hold harmless any Customer who subscribes to a Preferred Program from any fine or portion thereof resulting from an OSHA citation explicitly describing a blood-borne pathogen or medical waste management practice specifically addressed only by the Preferred Program training and materials. Provided, however, that Stericycle's obligation to indemnify Customer under this sub-Paragraph (b) is contingent upon (1) Customer having followed or following each recommendation and instruction included in the Preferred Program (whether expressed verbally by employees or agents of Stericycle or as set forth in any written or electronic materials) and (2) Customer notifying Stericycle as soon as possible after it learns that it will be the subject of an OSHA inspection, and shall allow employees or agents of Stericycle to attend the inspection and to defend the Customer's blood-borne pathogen and medical waste management practices during the inspection. Customer's failure to perform any of its obligations under this sub-Paragraph (b) to Stericycle's satisfaction shall absolve Stericycle of its indemnification responsibilities under this sub-Paragraph (b). This sub-Paragraph (b) applies only to the Preferred Level Program.

6. Compliance Materials To the extent that Stericycle provides Customer with any electronic or printed materials (the "Compliance Materials") it provides these materials subject to a limited license to Customer to use the Compliance Materials for Customer's own, non-commercial use. Stericycle may revoke this license at its discretion at any time. Customer may not copy or distribute the Compliance Materials in any manner, not use or republish the Compliance Materials for or to any third party or audience, including but not limited to business/trade groups or associations, chambers of commerce, professional, fraternal or educational associations or reciprocating or cooperating service providers. Customer agrees to return all Compliance Materials to Stericycle at Customer's expense at the expiration or termination of this Agreement. **FOR PREFERRED PROGRAM CUSTOMERS ONLY:** Stericycle's OSHA Compliance Program includes: one annual on-site mock OSHA evaluation and one annual bloodborne pathogens training at a single Customer building for each site location where Regulated Medical Waste Services are provided.

7. Compliance with Laws Stericycle hereby agrees to carry General Liability, Automobile Liability, and Workmen's Compensation Insurance as required by applicable state law, and to otherwise comply with all federal and state laws, rules and regulations applicable to its performance hereunder. As of the date of this Agreement, Stericycle has all necessary permits, licenses, zoning and other federal, state or local authorizations required to perform the services under this Agreement and will furnish copies of these to Customer upon request. Customer hereby

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agrees to comply with all federal and state laws, rules and regulations applicable to its handling of Regulated Medical Waste and its performance under this Agreement, including, without limitation, all applicable record keeping, documentation and manifesting requirements. Customer acknowledges that Stericycle has advised Customer of the Regulated Medical Waste service frequency requirements within their state (if applicable), and Customer has determined its desired frequency independent of Stericycle's recommendation. Customer hereby agrees to indemnify and hold Stericycle harmless for any decisions around service frequency by Customer that do not comply with state regulations. Stericycle and Customer shall keep and retain adequate books and records and other documentation including personnel records, correspondence, instructions, plans, receipts, vouchers, copies of manifests and tracking records consistent with and for the periods required by applicable regulations and guidelines pertaining to storage or handling of Regulated Medical Waste and the services to be performed under this Agreement.

8. Exclusivity Customer agrees to use no other Regulated Medical Waste disposal service or method during the Term of this Agreement and any Extension Terms.

9. Excuse of Performance Stericycle shall not be responsible if its performance of this Agreement is interrupted or delayed by contingencies beyond its control, including, without limitation, acts of God, war, blockades, riots, explosion, strikes, lockouts or other labor or industrial disturbances, fires, accidents to equipment, injunctions or compliance with laws, regulations, guidelines or orders of any governmental body or instrumentality thereof (whether now existing or hereafter created).

10. Independent Contractor Stericycle's relationship with Customer pursuant hereto is that of an independent contractor, and nothing in this Agreement shall be construed to designate Stericycle as an employee, agent or partner of or a joint venture with Customer.

11. Amendment and Waiver Changes in the types, size and amount of equipment or the frequency of service may be mutually agreed to orally or in writing by the parties, without affecting the validity of this Agreement. Consent to oral changes shall be evidenced by the practices and actions of the parties. All other amendments to this Agreement (other than as provided in 2(b)) shall be effected only by a written instrument executed by the parties. No waiver shall be effective unless submitted in writing by the party granting such waiver. No waiver of any provision of this Agreement shall be deemed a waiver of any other provision of this Agreement and no waiver of any breach or duty under this Agreement shall be deemed a waiver of any other breach or later instances of the same duty.

12. Savings Clause In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provisions of this Agreement; this Agreement

shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein, unless such finding shall impair the rights or increase the obligations of Stericycle hereunder, in which event, at Stericycle's option, this Agreement may be terminated.

13. Entire Agreement This Agreement (including any attachments, exhibits and amendments made in accordance with Paragraph 12) constitutes the entire understanding and agreement of the parties and cancels and supersedes all prior negotiations, representations, understandings or agreements, whether written or oral, with respect to the subject matter of this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the successors, assigns legal representatives and heirs of the parties hereto provided, however, that Customer may not assign its rights or delegate its obligations under this Agreement without the prior written consent of Stericycle, which consent of Stericycle may not unreasonably withhold.

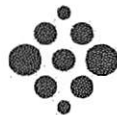
14. Governing Law This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to the conflicts of laws or rules of any jurisdiction.

15. Notices All required notices, or those which the parties may desire to give under this Agreement shall be in writing and sent to the parties' addresses set forth above.

16. Originals A copy or facsimile of this Agreement shall be as effective as an original.

17. Purchase Orders Any terms or conditions contained in any Purchase Order, Purchase Order Agreement, or other invoice acknowledgment, Order by Customer or proposed at any time by Customer in any manner, which vary from, or conflict with the terms and conditions in the Stericycle Service Agreement are deemed to be material alterations and are objected to by Stericycle without need of further notice of objection and shall be of no effect nor in any circumstances binding upon Stericycle unless expressly accepted in writing. If Customer's standard purchase order form is provided to Stericycle in connection with this Agreement, the terms and conditions for that Purchase Order will be superseded by the provisions of this Agreement and the use of the purchase order shall be only to facilitate Customer's payment of fees to Stericycle. Written acceptance or rejection by Stericycle of any such terms or conditions shall not constitute an acceptance of any other additional terms or conditions.

18. Waste Brokers Stericycle reserves the right to deal solely with the Customer and not with any third party agents of the customer for all purposes relating to this Agreement. Customer represents and warrants to Stericycle that it is the medical waste generator and is acting for its own account and not through a broker or agent. Stericycle shall be entitled to terminate this agreement and seek all available legal remedies, including but not limited to liquidated damages, in the amount set forth herein for Customer's breach of this representation and warranty.



Stericycle
Protecting People. Reducing Risk.™

REGULATED MEDICAL WASTE ACCEPTANCE POLICY

Stericycle policy requires compliance with all applicable regulations regarding the collection, transportation and treatment of regulated medical waste. Federal Department of Transportation (DOT) Regulations require the generator of regulated medical waste to certify that the packaging and documentation of transported regulated medical waste complies with DOT regulations regarding waste classification, packaging, labeling and shipping documentation. To ensure that neither Stericycle nor the generator of regulated medical waste violates applicable regulations, it is imperative that all parties understand the rules regarding proper identification, classification, segregation and packaging of regulated medical waste. The purpose of this policy is to summarize the minimum requirements for preparing your medical waste for collection, transportation and treatment. Additional facility or state-specific waste acceptance policies may apply based on permit specifications. Please contact your local representative for further information. You may also call (866) 783-7422.

REGULATED MEDICAL WASTE

Stericycle accepts medical waste generated in a broad range of medical, diagnostic, therapeutic and research activities. The term "medical waste" includes biohazardous, biomedical, infectious or regulated medical waste as defined under federal, state or local laws, rules, regulations and guidelines. Except as defined by specific state regulations, this **excludes** RCRA hazardous waste pharmaceuticals, all DEA scheduled drugs including *controlled substances, bulk chemotherapy, waste containing mercury or other heavy metals, batteries of any type, cauterizers, non-infectious dental waste, chemicals such as solvents, reagents, corrosives or ignitable materials classified as hazardous waste under Federal and State EPA Regulations. In addition, Stericycle **cannot accept** bulk liquids, radioactive materials, or complete human remains (including heads, full torsos and fetuses). Stericycle **cannot accept** these excluded materials packaged as regulated medical waste. All lab wastes or materials which contain or have the potential to contain infectious substances arising from those agents listed under 42 CFR 72.3 are strictly prohibited from medical waste by federal law and must be pretreated prior to disposal. Separate protocol and packaging requirements apply for the disposal of non-hazardous pharmaceuticals. Hazardous waste transportation services may be offered in certain geographical locations, under separate contract. Please contact your local representative for details and packaging specifications.

*Un-dispersed from DEA Registrant

WASTE SEGREGATION AND PACKAGING

The generator is solely responsible for properly segregating, packaging and labeling of regulated medical waste. Proper segregation and packaging reduces the potential for accidental release of the contents and exposure to employees and the general public. DOT regulations require (49 CFR 173.197) that all packages of regulated medical waste be prepared for transport in containers meeting the following requirements: 1) rigid; 2) leak resistant; 3) impervious to moisture; 4) of sufficient strength to prevent tearing or bursting under normal conditions of use and handling; 5) sealed to prevent leakage during transport; and 6) puncture resistant for sharps. All regulated medical waste must be accompanied by a properly completed shipping document (See 49 CFR 172.202).

MANAGEMENT OF NON-CONFORMING WASTE

As required by regulation and company policy, Stericycle employees may refuse containers that are non-conforming because of their contents or are improperly packaged, leaking, damaged or likely to create a risk of exposure to employees or the general public. Any non-conforming waste identified in route to or at a Stericycle location may be returned to the generator for proper packaging or disposal. Proper segregation and packaging is essential to ensure compliant and safe handling, collection, transportation and treatment of regulated medical waste.

STERICYCLE REGULATED MEDICAL WASTE ACCEPTANCE POLICY CHECKLIST

ACCEPTED REGULATED MEDICAL WASTE
<ul style="list-style-type: none"> Sharps - Means any object contaminated with a pathogen or that may become contaminated with a pathogen through handling or during transportation and also capable of cutting or penetrating skin or a packaging material. Sharps includes needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Regulated Medical Waste or Clinical Waste or (Bio) Medical Waste - Means a waste or reusable material derived from the medical treatment of an animal or human, which includes diagnosis and immunization, or from biomedical research, which includes the production and testing of biological products.
ACCEPTED REGULATED MEDICAL WASTE WHICH MUST BE IDENTIFIED AND SEGREGATED FOR INCINERATION
<ul style="list-style-type: none"> Trace Chemotherapy Contaminated Waste - RCRA Empty drug vials, syringes and needles, spill kits, IV tubing and bags, contaminated gloves and gowns, and related materials as defined in applicable laws, rules, regulations or guidelines Pathological Waste - Human or animal body parts, organs, tissues and surgical specimen (decanted of formaldehyde, formalin or other preservatives as required per hazardous waste rules). Non-RCRA Pharmaceuticals - Must be characterized and certified as non-RCRA hazardous material by the generator. Excludes all DEA scheduled drugs, including controlled substances* California Only - Solidified Suction Canisters - Suction canisters that have been injected with solidifier materials to control liquids or suction canisters made of high heat resistant plastics such as polysulfone
REGULATED MEDICAL WASTE NOT ACCEPTED BY STERICYCLE
<ul style="list-style-type: none"> Untreated Category A Infectious Substances RCRA Hazardous Pharmaceutical Waste and all DEA controlled drugs, including controlled substances* Chemicals - Formaldehyde, formalin, acids, alcohol, waste oil, solvents, reagents, fixer developer Hazardous Waste - Drums or other containers with a hazard warning symbol, batteries and other heavy metals Radioactive Waste - Any container with a radioactivity level that exceeds regulatory or permitted limits; lead-containing materials Complete Human Remains (including heads, full torsos, and fetuses) Bulk Chemotherapy Waste Compressed Gas Cylinders, Canisters, Inhalers and Aerosol Cans Any Mercury Containing Material or Devices - Any mercury thermometers, Sphygmomanometers, lab or medical devices Mercury-Containing Dental Waste - Non-contact and contact amalgam and products, chairside traps, amalgam sludge or vacuum pump filters, extracted teeth with mercury fillings and empty amalgam capsules

*Consult Stericycle Representative for specific requirements

Additional waste acceptance policies may apply based on state or permit specific requirements. Hazardous waste transportation services may be offered in certain geographical locations, under separate contract. Please refer to your local Stericycle Representative for additional information and options for possible hazardous waste handling. For additional information on container and labeling requirements contact our Stericycle Customer Service Department at (866) 783-7422.

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Agenda Item # 8.A

REGULAR AGENDA

SUBJECT: Election of District Board Officers for Calendar Years 2014 and 2015.

RECOMMENDATION

Recommend the Board of Trustees approve the Board Officers for Calendar Years 2014 and 2015.

BACKGROUND

The Board of Trustees completed the Board Officer Nomination Process at the November 13th Board Meeting.

1. Nominations were accepted at the October 9th Board Meeting. The election slate of Trustees nominated for Board Officer positions included:
 - a. President, Donna Rutherford
 - b. Vice President, Richard Wykoff
 - c. Secretary, Leon Nickolas
 - d. Assistant Secretary, Barry Meinert
2. Nominated Trustees were provided an opportunity to address the Board at the November 13th Board Meeting and explain their reasons for accepting the nomination and their goals if desired while in office.
3. Election Ballots were directed for the January 8th Board Meeting pre-packet. The Trustees were requested to fill out the ballots and bring to the January 8th Board Meeting. The Board Secretary will tally the votes and announce at the January 8th Board meeting under Agenda Item # 8.A.

ANALYSIS

No analysis at this time.

IMPACT ON DISTRICT RESOURCES

No impact on District Resources.

POLICY ISSUES

District Counsel Thompson brought to the Board's attention at the October 9th Board Meeting issues with the District Policy 4150 Board Officer Nomination and Election Process.

"The current Policy 4150 has the Board Officer Elections occurring at the November Board Meeting, with the Election results being finalized and included in the November Board Minutes. This portion of the policy is not in compliance with Health & Safety Code Section 2027(a) that requires that trustees elect officers at the January meeting. "

District Legal Counsel recommended at the October 9th Board Meeting that current Policy 4150 be suspended as written and replaced temporarily with the general policy statement that the election of officers shall follow the general process set forth in the current Policy 4150, expect that the vote tally and election shall occur at the January Board Meeting.

The Policy Committee and Legal Counsel will edit Policy 4150 and bring to the Board for approval at a future Board Meeting.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

1. Board Officer Election Ballot - Board Officers for Calendar Years 2014 and 2015.



San Mateo County

Mosquito and Vector Control District

1351 Rollins Rd

Burlingame CA 94010

(650) 344-8592 Fax (650) 344-3843

www.smcmad.org

BOARD OFFICER ELECTION BALLOT

VOTE FOR ONE FOR
EACH OFFICE

PRESIDENT	DONNA RUTHERFORD	[]
VICE PRESIDENT	RICHARD WYKOFF	[]
SECRETARY	LEON NICKOLAS	[]
ASSISTANT SECRETARY	BARRY MEINERTH	[]

DIRECTIONS: Trustees place an X next to the individual you choose for each Board office. Please bring your completed ballot to the January 9, 2014 Board Meeting and give to the Board Secretary, Leon Nickolas.

Agenda Item # 8.B

REGULAR AGENDA

SUBJECT: Policies and Procedures Employee Manual.

RECOMMENDATION

Recommend the Board of Trustees approve District Policies 2170 and 5201.

BACKGROUND

The Board of Trustees and Employees agreed with their Memorandum of Understanding on July 1, 2013 regarding wages, hours, and other terms and conditions of employment for the next three years. In compliance with this agreement the following changes to policies within the Employee Manual are necessary.

Uniforms and Protective Clothing – Policy No. 2170

1. The limit of \$150 for work boots was eliminated.

Commute Cost Reimbursement – Policy No. 5201

1. Reimbursement for toll bridges or toll roads for purposes of commuting to work was eliminated.
2. The commute cost reimbursement was increased from \$100 per month to \$150.

ANALYSIS

No analysis at this time.

IMPACT ON DISTRICT RESOURCES

The Mid-year review of the budget shows:

1. **Work Boots (account 121A60P) budgeted \$2,000** for all Operational, Laboratory, and Seasonal Field Staff. From July through November spent \$1,199.55 or 59.98%. We will recommend this account be increased by \$1,000.
2. **Employee Commute Benefit (account 4440) budgeted \$5,300** for all employees. From July through November spent 1,890.00 or 34.36%. We are not recommending any changes at this time although another employee is utilizing Cal-Train for commuting.

POLICY ISSUES

Recommending the outlined edits for Policies 2170 and 5201 is approved.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

1. Policies and Procedures Employee Manual. Uniforms and Protective Clothing, Policy No. 2170.
2. Policies and Procedures Employee Manual. Commute Cost Reimbursement, Policy No. 5201



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

POLICIES AND PROCEDURES
EMPLOYEE MANUAL

TITLE: UNIFORMS AND PROTECTIVE CLOTHING

NUMBER: 2170

2170.10 The District shall pay the cost of uniforms and protective clothing employees are required to wear.

2170.20 Employee grooming standards are delineated in Policy 2080.

2170.30 Uniforms and/or protective clothing, shoes, badges, and safety glasses are for purposes of personal safety and identification and are to be worn by Operational and Laboratory personnel during the workday unless otherwise instructed. Prescription safety lenses will be purchased for each employee as needed.

2170.40 Professional office staff are expected to dress in a manner consistent with the nature of the work performed. Cut-offs, soiled, torn/damaged clothing, or clothing with derogatory and/or inflammatory comments are not an acceptable manner of dress.

~~**2170.50** Operational and Laboratory employees will receive a reimbursement up to \$150.00 per fiscal year for work boots upon receipt of proof of payment.~~

2170.6050 When an employee, for who said uniforms and protective clothing were purchased or reimbursed, is terminated for any reason, they shall turn in to the District immediately all such items.

Issued: November 13, 1990

Revised: ~~June 13, 2007~~ January 8, 2014



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

POLICIES AND PROCEDURES
EMPLOYEE MANUAL

TITLE: COMMUTE COST REIMBURSEMENT

NUMBER: 5201

5201.10 The District will allow commute cost reimbursement to all regular Full-Time employees in an amount not to exceed \$~~100~~150.00 per month. The expense reimbursement is a receipt-based reimbursement plan effective July 1, 2007. This policy covers commuting to or from ones primary residence of record only. The approved list of commute costs is as follows:

~~**5201.101** Receipts for toll charges on any toll bridge or toll road for purposes of commuting to and from the District to report to work~~

~~**5201.**~~ ~~**102**~~**101** Receipts for train fares to and from the Burlingame or Millbrae Station for the purposes of commuting to and from the District to report to work. Parking receipts associated with this type of commute are allowed. Receipts for bus fare to and from train stations are allowed.

~~**5201.**~~ ~~**103**~~**102** Receipts for BART fares to and from the Millbrae Station for the purposes of commuting to and from the District to report to work. Parking receipts associated with this type of commute are allowed. Receipts for bus fare to and from BART stations are allowed.

~~**5201.**~~ ~~**104**~~**103** Receipts for bus fare to and from Burlingame or Millbrae stops for the purposes of commuting to and from the District to report to work.

~~**5201.**~~ ~~**105**~~**104** Receipts for gasoline reimbursement are not allowed.

5201.20 The receipts must indicate the amount and date of the travel.

5201.30 Reimbursements will be paid monthly, upon completion of a commute expense reconciliation form (~~Appendice~~Appendices 5201-1), available in the front office media center or the Finance Administrator's office.

Issued: June 13, 2007

Revised: January ~~98, 2008~~2014

Agenda Item # 8.C

REGULAR AGENDA

SUBJECT: District Policy Manual.

RECOMMENDATION

Recommend the Board of Trustees approve District Policy 6020, Fixed Asset Accounting Control.

BACKGROUND

The Board of Trustees approved minor editorial changes to District Policy 6020, Fixed Asset Accounting Control at the November Board Meeting.

The Finance Department has updated the District Policy 6020 with the corrected cost thresholds recommended by the District Auditor, for capitalizing and inventorying those assets. The Finance Committee discussed this with the District Auditor at their June 27th meeting and the Board discussed this with the District Auditor at the July 10th Board meeting. The following changes were recommended:

1. Land Assets were decreased from \$100,000 to \$40,000 to equal Building Assets.
2. Building Structure Assets were increased from \$1,000 to \$5,000.
3. Equipment Assets and Furniture and Fixture Assets were all increased to \$5,000.

ANALYSIS

District Auditor provided an explanation of standardizing and raising the cost thresholds to limit the number of fixed assets that are capitalized and inventoried.

IMPACT ON DISTRICT RESOURCES

No financial impact on District resources.

POLICY ISSUES

Recommending the outlined edits for Policy 6020 is approved.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

1. District Policy Manual. Fixed Asset Accounting Control, Policy No. 6020.



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~~40,000

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

6020.33 **Building Structures and Improvements.** Valued over \$~~15,000~~5,000

6020.34 **Equipment.**

6020.341 **Vehicular Equipment.** Valued over \$~~25,000~~5,000

6020.342 **Administrative Equipment.** Valued over \$~~6005,000~~5,000

6020.343 **Operational Equipment.** Valued over \$~~6005,000~~5,000

6020.344 Laboratory Equipment. Valued over \$~~600~~5,000

6020.35 Furniture and Fixtures. Valued over \$~~600~~5,000

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 review of the basic financial statements for the Fixed Assets. In addition, the auditor 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 November 13, 2013
Reviewed by County Counsel:	February 17, 2012 November 13, 2013

Agenda Item # 8.D

REGULAR AGENDA

SUBJECT: Laboratory PCR Room Cabinets

RECOMMENDATION

Recommend the Board of Trustees approve B-K Mill & Fixtures to install the laminate lower cabinets and Corian countertop for \$10,450 with a not to exceed \$12,000.

BACKGROUND

The Laboratory Room labeled the District Museum is being remodeled for performing genetic testing with the new real-time PCR equipment the District purchased this year. The Museum cabinets were moved to the District's Redwood City property where we have an educational room and multiple carports.

The new real-time PCR equipment purchased this year has expanded the District's laboratory capability. For the new Trustees the PCR (polymerase chain reaction) is a biochemical technology in molecular biology to amplify a single or a few copies of a piece of DNA across several orders of magnitude, generating thousands to millions of copies of a particular DNA sequence. This new laboratory technique is indispensable in allowing us to detect and diagnosis infectious diseases in our mosquitoes, ticks, and other vectors.

A concern we want to address is PCR contamination which is an issue for laboratories detecting infectious agents. There are a number of approaches to control PCR contamination the most important is PCR Laboratory Organization. We can address this PCR room organization concept with having our Microbial Room for the Pre-PCR laboratory equipment. This equipment includes the centrifuge, Microbiological Safety Hood, grinder, autoclave, sink and its own separate set of pipettes, reagents, pipette tips, racks, and so forth.

Important to remember our laboratory rooms have multiple uses and the Microbial Room is also used for West Nile virus testing and other infectious disease testing where a Microbiological Safety Hood is needed.

The Post-PCR Laboratory room is the one requiring the new cabinets and countertops. The equipment in this room includes the PC with network connection, autoclave, real-time PCR equipment, and basic laboratory equipment.

To start the process of selecting a cabinetmaker the District drafted a request for proposal letter dated November 7, 2013. We performed an internet search for “Burlingame cabinetmakers commercial and industrial” and received a list of fifty seven (57) cabinetmakers. We selected from the list all cabinetmakers who listed an address.

The letter requested bids on the construction and installation of cabinets and countertops for a remodel of the PCR Room. The request for proposal included a set of the plans showing the PCR Room’s remodel of the cabinets and a picture showing the design type. A scheduled walk-through of the PCR Room for interested contractors was scheduled for November 21st. The request for proposal letter was sent by our Office Administrator to the following contractors:

- Kin’s Cabinet, Belmont
- Williamson Custom Cabinets, Burlingame
- Windsor Cabinetry, Burlingame
- The Village Collection, Belmont
- P A Bet, San Carlos
- Best Buy Cabinets, San Carlos
- Kitchens Bath & Cabinets, Millbrae
- American Artisans, San Carlos
- Bob Myers Design, Half Moon Bay
- The Cabinetmaker, San Mateo
- R E L Custom Cabinetry, San Carlos
- Bay Area Cabinet Supply, San Leandro
- Sheung Sing Cabinets, Daly City
- Innovative Casswork, Redwood City
- Christopher Peacock Cabinetry, San Francisco
- Bay City Cabinet, South San Francisco
- L & T Cabinet & Granite, Daly City
- Ralph King Furniture & Cabinetry, San Francisco
- Seidman Woodworks, San Francisco
- Penn Michael Woodworking, Redwood City
- John Clark Woodworking, San Francisco
- Denning Cabinetry, San Francisco
- Annuzzi’s Custom Cabinets, Redwood City
- Giuntoli Julian Custom Furniture, San Francisco
- Evans Brothers Cabinets, Redwood City
- Galaxy Cabinets, Redwood City

Not one of the contractors submitted a proposal by the November 21st deadline nor scheduled a walk-through of the PCR Room.

To find out why no contractors submitted a proposal, our Office Administrator called ten of the contractors and all stated they were too busy with previous orders.

District Manager in December contacted B-K Mill and Fixtures in Newark to see if they would be interested in providing an estimate with installing cabinets and countertops in the PCR Room.

B-K Mill and Fixtures was the original contractor who built all the cabinets in the District’s Headquarter and Laboratory building back in 2000 when the building was constructed.

B-K Mill and Fixtures said they would be interested and sent a Millwork Estimator to the District in early December. We provided the estimator the original cabinet plans during their walk-through. Following the walk-through Jim Korhummel, B-K Mill and Fixture provided an estimate of \$10,450 to install cabinets and countertops for the PCR Room. A follow-up call was made by the District Manager to verify the estimate and determine if there were any ancillary costs.

To make every effort to find two more proposals the District Manager also submitted a notice in the San Mateo County Times that was published on Thursday, December 19th at a cost of \$43.25. The notice stated, “NOTICE IS HEREBY GIVEN that the San Mateo County Mosquito and Vector Control District is accepting bids on the construction and installation of cabinets for a remodel of the PCR Room within the Districts Public Health Laboratory. All interested cabinetmakers please contact the District as soon as possible for a set of plans showing the PCR Room’s remodel of the cabinets. If you are interested please call the District Headquarters at [\(650\) 344-8592](tel:6503448592) attention Devina Walker, Office Manager.”

This also did not generate any new proposals.

The District Management has exhausted trying to locate three (3) bids as required in District Policy 6030.33 and recommends the approval of B-K Mill and Fixtures to complete the remodeling of the PCR Room with cabinets and countertops.

ANALYSIS

No analysis necessary only received one proposal.

IMPACT ON DISTRICT RESOURCES

The District budgeted \$46,000 for Miscellaneous Building Repairs in the Capital Fund. Account number 5428A9AD. This account was scheduled to fund the remodeling of the PCR Room and installing the AC unit at the Redwood City Site and any miscellaneous building repairs.

- 1. The PCR Room estimates:
 - a. B-K Mill & Fixtures \$12,000
 - b. Electrical outlet raceway \$500
 - c. Paint and wall repair if necessary \$500

- 2. AC Unit at Redwood City estimates:
 - a. Install a 2-ton Ductless Split system \$8,000

b. Electrical installation	\$2,400
c. County permit	\$1,000
d. Plans and submittal	\$500

POLICY ISSUES

Following Policy 6030.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

Public Notification was achieved by posting the request in the local paper on Thursday, December 19, 2013 and by posting the agenda. With this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

1. District Letter to Cabinetmakers dated November 7, 2013.
2. List of Cabinetmakers receiving the request for proposal.
3. B-K Mill & Fixtures, millwork estimate dated December 12, 2013.
4. PCR Room plans.
5. Public Notification in local paper dated December 19, 2013.



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 7, 2013

Cabinetmakers
Commercial and Industrial

RF: PCR Room Cabinets

The District is accepting bids on the construction and installation of cabinets for a remodel of the PCR Room within the Mosquito and Vector Control Public Health Laboratory.

The District has included a set of plans showing the PCR Room's remodel of the cabinets and a picture of the requested type of cabinets to be installed.

We are scheduling a walk-through of the PCR Rooms for all interested contractors on November 21st. During the walk-through a larger set of plans will be made available.

If you are interested please call the District Headquarters at (650) 344-8592 and let Devina Walker, Office Manager know what time you plan on arriving at the District office.

Respectfully,

A handwritten signature in cursive script that reads "Rosendo Rodriguez".

Rosendo Rodriguez
Finance Director

Cabinetmakers Commercial Industrial near Burlingame, CA

Burlingame Cabinetmakers commercial industrial Results 1-30 of 57

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Rating	<input type="checkbox"/> Kitchen Cabinets-Refinishing, Refacing & Resurfacing		<input type="checkbox"/> Silver Terrace
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www.cymax.com/ Save up to 50%. Get Free Shipping.

1 Tovar Industries Inc

Serving the Burlingame Area.
 (831) 350-4639

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What:Cabinetmakers-Commercial & Industrial, Shelving, Clean Rooms-Installation & Equipment

2 Alpine Garage Cabinets

Serving the Burlingame Area.
 (800) 371-7070

[»Website](#) [» More Info](#) [» Add Photos](#)

What:Cabinetmakers-Commercial & Industrial, Cabinet Makers, Closets & Accessories

3 RDM Industrial Products Inc

Serving the Burlingame Area.
 (866) 994-5070

[»Website](#) [» More Info](#) [» Add Photos](#)

What:Cabinetmakers-Commercial & Industrial, Benches & Work Tables, Clean Rooms-Installation & Equipment

4 Kins Cabinet

830 Old County Rd, Belmont, CA 94002 [» Map](#)
 (650) 593-8688

[»Website](#) [» More Info](#) [» Add Photos](#)

What:Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

6 Closet Factory

1000B Commercial St, San Carlos, CA 94070 [» Map](#)

[»Website](#) [» More Info](#) [» Add Photos](#)

What:Cabinetmakers-Commercial & Industrial, Closets & Accessories, Home Improvements

6 Williamson Custom Cabinets

1353 Marsten Rd, Burlingame, CA 94010 [» Map](#)
 (650) 348-6662

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 (800) 371-7070



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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

Cabinetmakers Commercial Industrial near Burlingame, CA

7 Windsor Cabinetry
Burlingame, CA 94010
(650) 343-0853

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

8 The Village Collection

1303 Elmer St, Belmont, CA 94002 [» Map](#)
(650) 594-1635

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9 P A Bet

629 Industrial Rd, San Carlos, CA 94070 [» Map](#)
(650) 508-2555

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

Best Buy Cabinets

837 Industrial Rd Ste H, San Carlos, CA 94070 [» Map](#)
(650) 413-5550

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What: Cabinetmakers-Commercial & Industrial, Kitchen Cabinets & Equipment-Household, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

Kitchens Baths & Cabinets

1795 El Camino Real, Millbrae, CA 94030 [» Map](#)
(650) 952-6323

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What: Cabinetmakers-Commercial & Industrial, Kitchen Cabinets & Equipment-Household, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

American Artisans

974 Terminal Way, San Carlos, CA 94070 [» Map](#)
(650) 508-0208

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

13 Bob Myers Design

244 Main St, Half Moon Bay, CA 94019 [» Map](#)
(650) 726-3375

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

The Cabinetmaker

836 S Amphlett Blvd, San Mateo, CA 94402 [» Map](#)
(650) 343-4822

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15 R E L Custom Cabinetry
1663 Industrial Rd, San Carlos, CA 95050
(650) 593-1749
Cabinetmakers-Commercial Industrial near Burlingame, CA
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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

16 Bay Area Cabinet Supply
3015 Teagarden St, San Leandro, CA 94577 >> Map
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17 Sheung Sing Cabinets & Frntr
419 Allan St, Daly City, CA 94014 >> Map
(415) 330-9288
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What: Cabinetmakers-Commercial & Industrial, Furniture Designers & Custom Builders, Kitchen Cabinets & Equipment-Wholesale & Manufacturers

18 Innovative Casework
2663 Fair Oaks Ave, Redwood City, CA 94063 >> Map
(650) 364-8112
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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

19 Christopher Peacock Cabinetry
101 Henry Adams St, San Francisco, CA 94103 >> Map
(415) 692-5002
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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

20 Bay City Cabinet
304 Swift Ave, South San Francisco, CA 94080 >> Map
(650) 871-9889
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What: Cabinetmakers-Commercial & Industrial, Kitchen Cabinets & Equipment-Household, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

21 L & T Cabinet & Granite
2634 Bayshore Blvd, Daly City, CA 94014 >> Map
(415) 337-8838
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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

22 Ralph King Furniture & Cbntry
2501 Jennings St, San Francisco, CA 94124 >> Map
(415) 822-5847
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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Furniture Designers & Custom Builders

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23 Seidman Woodworks



1120 Revere Ave, San Francisco, CA 94124 » Map
 (415) 822-4860 | Cabinetmakers Commercial Industrial near Burlingame, CA

» Website » More Info » Add Photos

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24 Penn Michael Woodworking



635 Bair Island Rd Ste 139, Redwood City, CA 94063 » Map
 (650) 364-3059

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

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25 John Clark Woodworking



1765 Egbert Ave, San Francisco, CA 94124 » Map
 (415) 467-0638

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

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26 Denning Cabinetry



25 Dorman Ave, San Francisco, CA 94124 » Map
 (415) 285-1311

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What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Furniture Designers & Custom Builders

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27 Annuzzi's Custom Cabinets



2127 Middlefield Rd, Redwood City, CA 94063 » Map
 (650) 368-8495

» More Info » Add Photos

What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, General Contractors

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28 Giuntoli Julian Custom Furniture



305 Barneveld Ave, San Francisco, CA 94124 » Map
 (415) 643-1092

» More Info » Add Photos

What: Cabinetmakers-Commercial & Industrial, Cabinet Makers, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

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29 Evans Brothers Cabinets



831 Sweeney Ave # G, Redwood City, CA 94063 » Map
 (650) 261-9905

» More Info » Add Photos

What: Cabinetmakers-Commercial & Industrial, Kitchen Cabinets & Equipment-Household, Kitchen Cabinets-Refinishing, Refacing & Resurfacing

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30 Galaxy Cabinets



438 Stanford Ave, Redwood City, CA 94063 » Map
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What: Cabinetmakers-Commercial & Industrial, Kitchen Cabinets-Refinishing, Refacing & Resurfacing, Kitchen Cabinets & Equipment-Household

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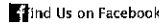
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B-K Mill & Fixtures, Inc.37523 Sycamore St.
Newark, CA 94560**NEW WEB SITE**
www.bkmill.com**MILLWORK ESTIMATE**Tel: 510-713-0430
Fax: 510-713-0436WBE CERTIFICATION #12050010
SBE CERTIFICATION #1414420

Contractor's License: 428941

Date: 12-12-13

Job Name: Mosquito Abatement Burlingame
Contractor: San Mateo County

Attn: Robert Gay Fax: 650-344-3843

Millwork Per Plan And Specification

Section: _____

Base: **\$10,450.00**

Tax Included _____

Included: F.O.B. Jobsite	Not Included
	No Exceptions Unless Noted Under Included Items
Included: Installed	<ol style="list-style-type: none"> 1. Glass, Glazing, & Mirrors. 2. Hardware & Its Installation. (Except Cabinet Hardware) 3. Blocking, Furring, Grounds, & Backing inside Walls 4. Metal Doors & Frames. 5. Marker boards, Tack boards, & Soundboards. 6. Exterior Fencing, Gates, Stairs, Trellis, & Decking, Trim 7. Structural Wood Items. 8. Painting, Priming, & Prefinish Of Any Kind. (unless specified). 9. Walls Coverings, Plywood's, Sliding's, Vinyl's, & Carpets. 10. Marlite -FRP. 11. Garage Doors. 12. Marbles & Granites unless specified. 13. Metal Support Brackets in Wall. 14. Metal Coverings and Stainless Steel unless specified. 15. Fabric Covered Items. 16. Removal & Re-Install Of Existing. 17. Pre-Manufactured Casework (Specified By Factory Trade Manufactures). 18. Cleanup Fees-BK Mill Will Do Own Cleanup. 19. Bonds.
Plastic laminate lowers and corlan tops PCR Lab Room	
Other	
No addendums noted	
Add for waiver of subrogation on Insurance. \$150.00	

jkorhummel@bkmill.com

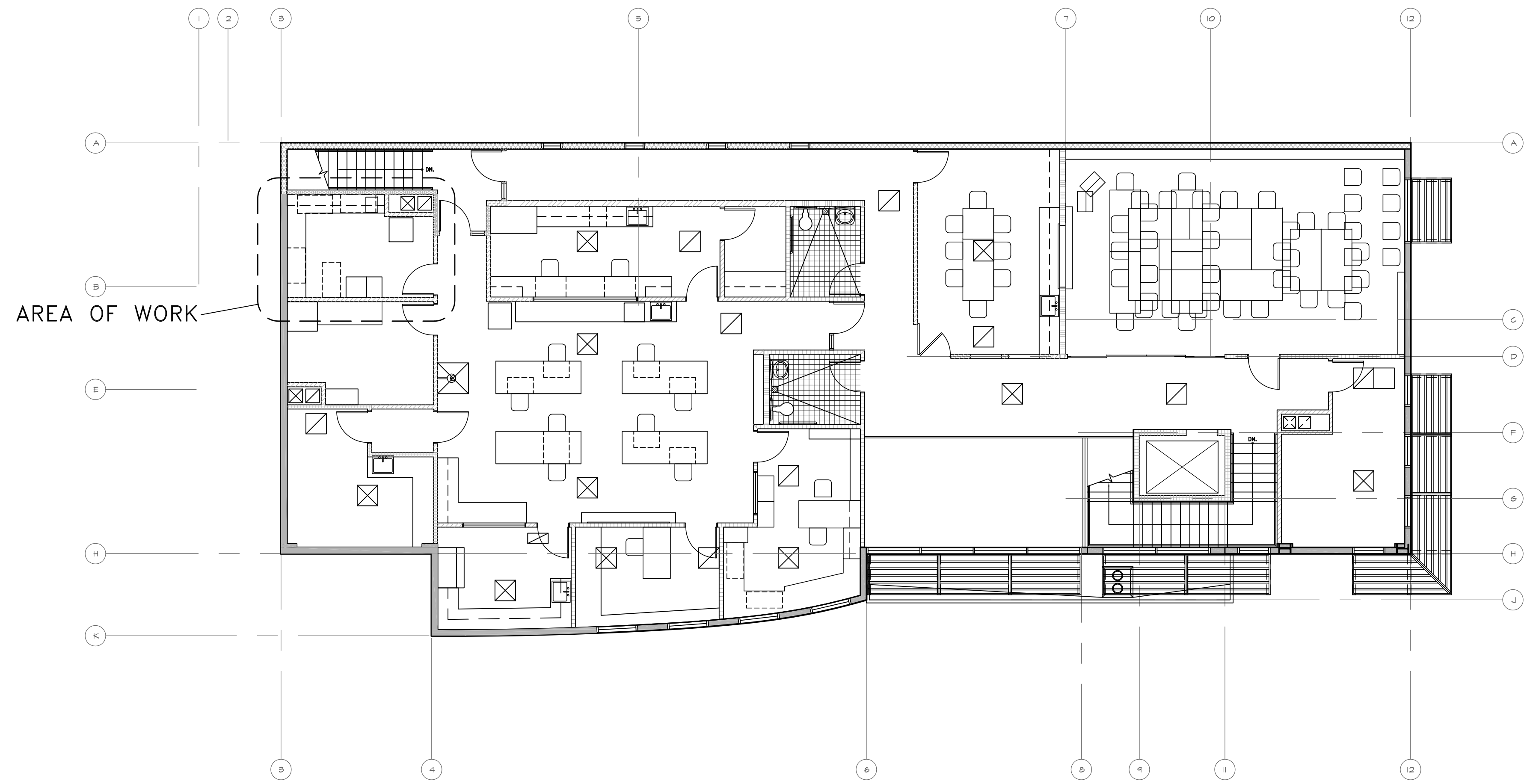
Quote is valid for 45 days after bid date.

Thank You: Jim Korhummel

BK Mill & Fixture, Inc.

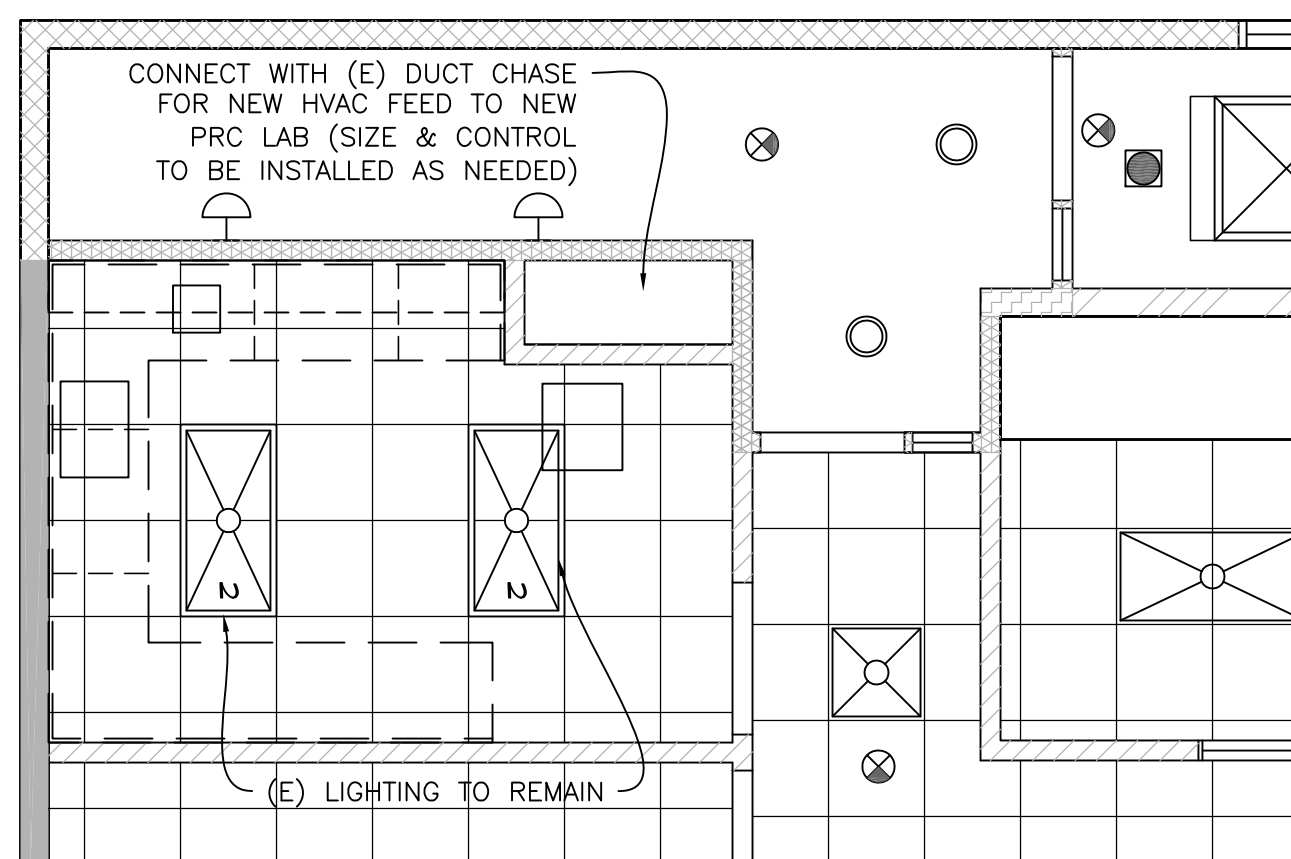
CHEMICAL RESISTANT COUNTERTOP
 MFG: NEVAMAR "CHEMARMOR"
 COLOR: WILD OATS MATRIX
 NUMBER: MR-7-2CA
 DISTRIBUTOR: MCKILLICAN AMERICAN INC.
 2389 LINCOLN AVENUE
 HAYWARD, CA 94545
 (510) 259-1300 TEL.
 (510) 259-0488 FAX

EQUIPMENT		
ITEM #	MFG.	DESCRIPTION
1	TATNAUER BRUNNEN	MODEL 2540M TABLETOP AUTOCLAVE
2	APPLIED BIOSYSTEMS	MODEL 7500 PCR SYSTEM
3	APPLIED BIOSYSTEMS	MuMAX EXPRESS, MAGNETIC PARTICLE PROCESSOR
4	THOMAS SCIENTIFIC	MODEL 8000D, MIXER / MILL

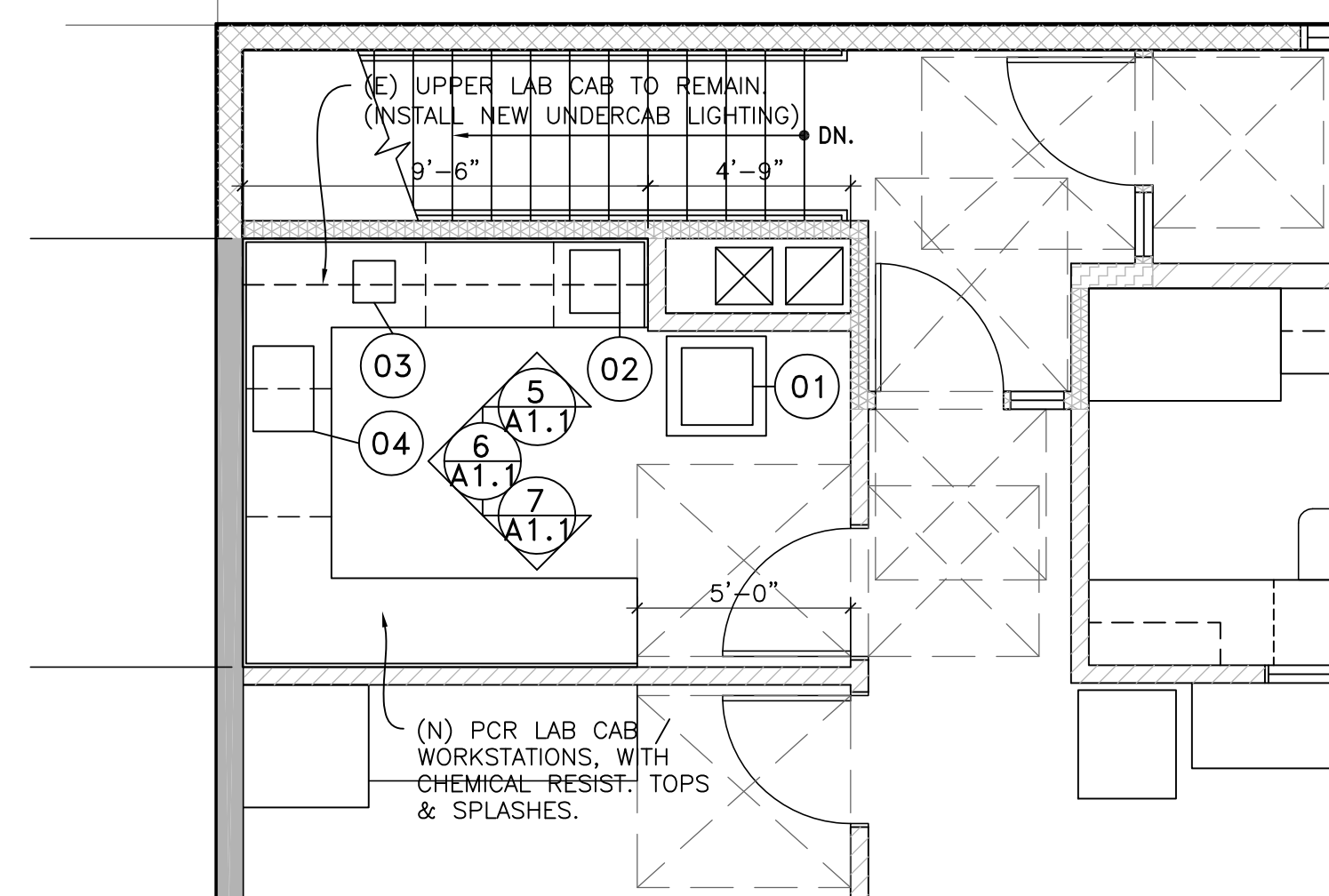


1 SECOND FLOOR BUILDING PLAN
 A1.1

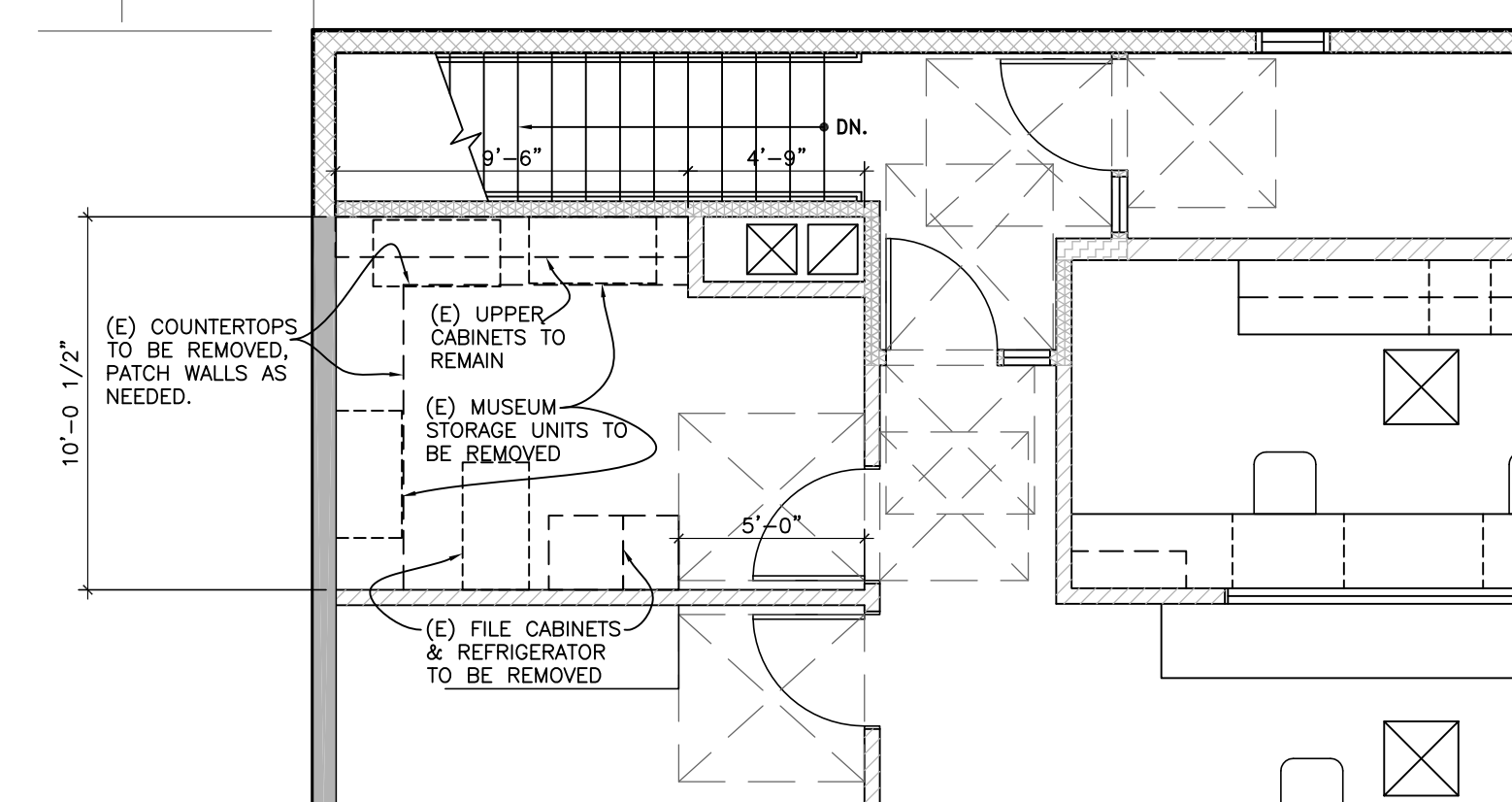
1/8" = 1'-0"



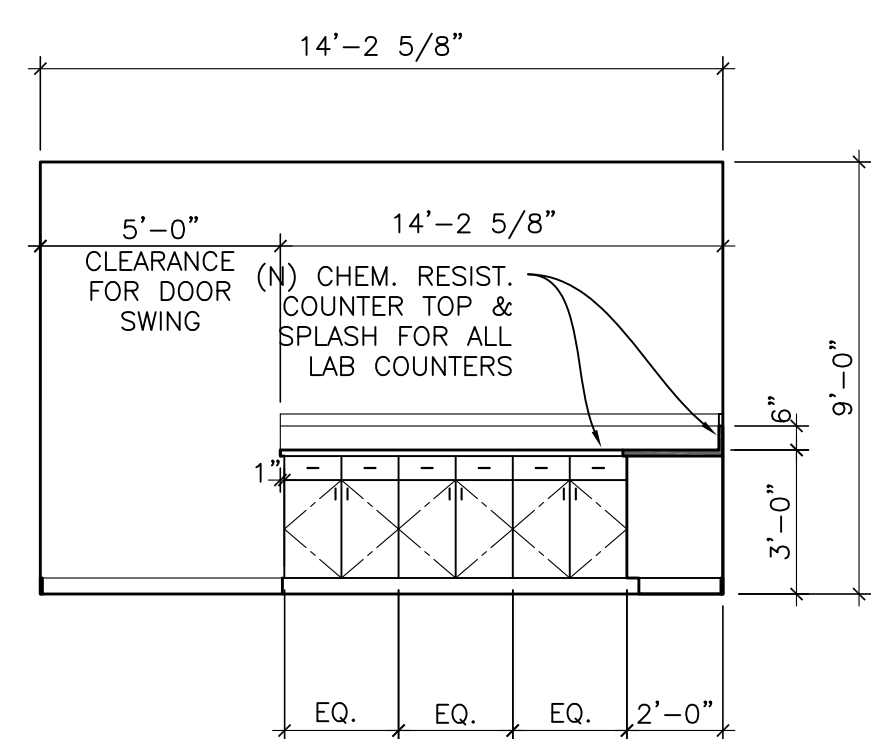
4 (N) PCR LAB REFL. CLG. PLAN
 A1.1 1/4" = 1'-0"



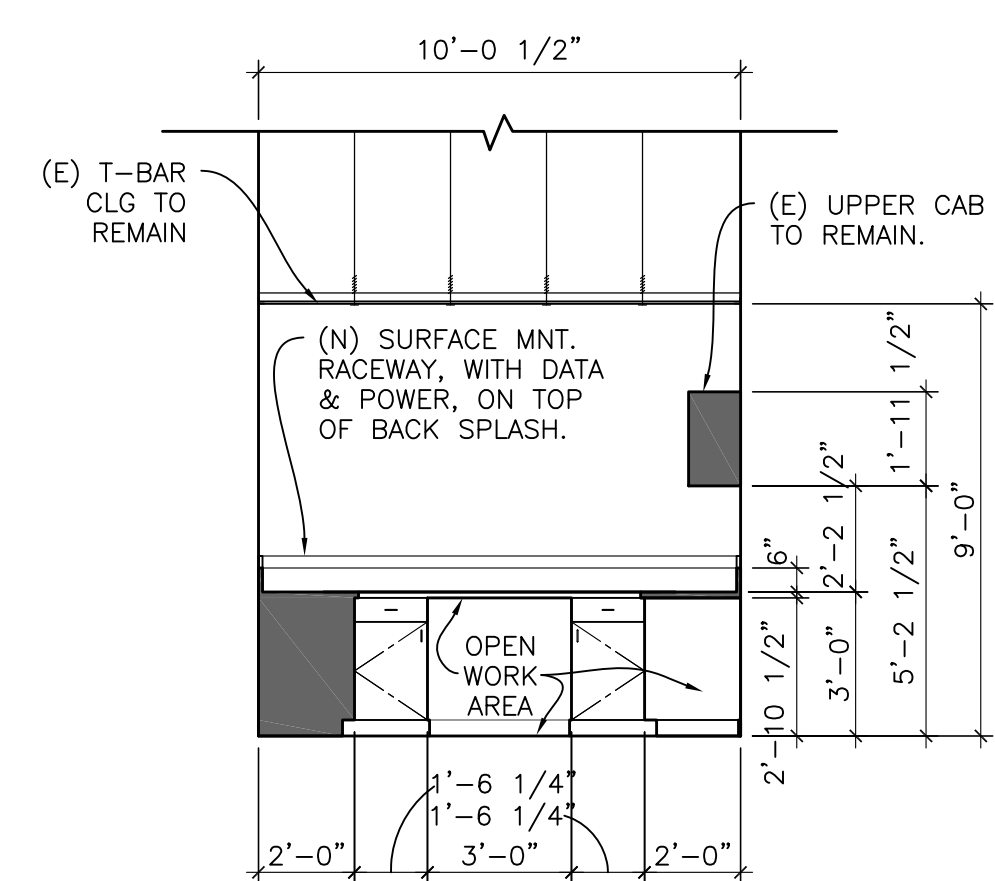
3 (N) PCR LAB PLAN
 A1.1 1/4" = 1'-0"



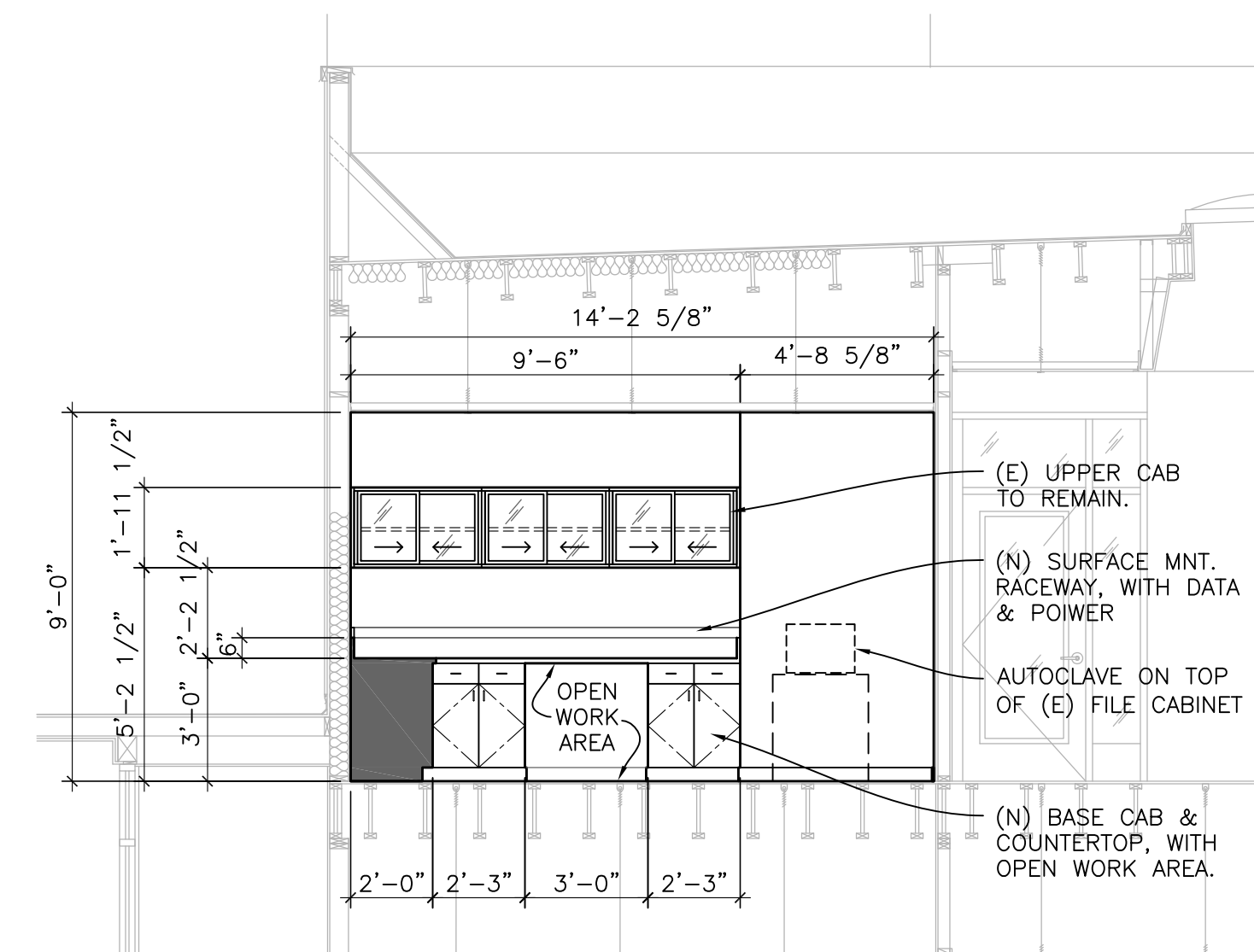
2 (E) MUSEUM STORAGE DEMO PLAN
 A1.1 1/4" = 1'-0"



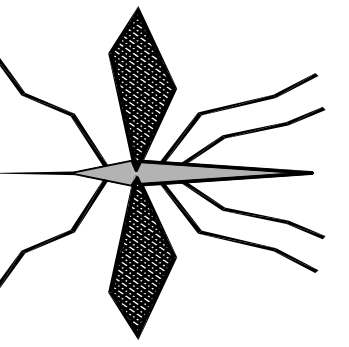
7 PCR LAB INTERIOR ELEV.
 A1.1 1/4" = 1'-0"



6 PCR LAB INTERIOR ELEV.
 A1.1 1/4" = 1'-0"



5 PCR LAB INTERIOR ELEV.
 A1.1 1/4" = 1'-0"



NO.	REVISIONS	BY
	JULY 23, 2013 PRELIM REVIEW	LF
	JULY 24, 2013 UNFREEZE NOTES	LF
	SEPTEMBER 10, 2013 MODIFY CAB PER SMCVCD	LF

San Mateo County Times

c/o Bay Area News Group
1730 S. El Camino Real, Suite 450
San Mateo, CA 94402
Legal Advertising
(408) 920-5332

SAN MATEO CO. MOSQUITO & VECTOR CONTROL DIST.
ROBERT GAY, 1351 ROLLINS ROAD
BURLINGAME CA 94010

PROOF OF PUBLICATION

FILE NO. Cabinetmaker

In the matter of

San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).


The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

12/19/2013

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated: December 19, 2013


Public Notice Advertising Clerk

Legal No.

0005055396

NOTICE FROM THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

NOTICE IS HEREBY GIVEN that the San Mateo County Mosquito and Vector Control District is accepting bids on the construction and installation of cabinets for a remodel of the PCR Room within the Districts Public Health Laboratory. All interested cabinet-makers please contact the District as soon as possible for a set of plans showing the PCR Room's remodel of the cabinets. If you are interested please call the District Headquarters at (650) 344-8592 attention Devina Walker, Office Manager.
SMCT 5055396
Dec. 19, 2013

Agenda Item # 9.A

BOARD COMMITTEE REPORTS

SUBJECT: Environmental/Public Outreach Committee.

BACKGROUND AND STATUS:

Chair Donna Rutherford. Members include Trustees Dr. Scott Smith, Dr. Jim Ridgeway, Maria Martinucci, Peter DeJarnatt, Kati Martin and Valentina Cogoni.

The Environmental/Public Outreach Committee met on November 13th.

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 Meinerth and Jason Seifer. President Lerner has attended the Finance Committee meetings as an ex-officio member.

The Committee met on December 2nd at 6:00 p.m. to discuss earthquake insurance, reserve accounts and a reserve policy, and other financial issues.

District Manager has requested from Teri Scholle, Alliant Insurance Services a quote on earthquake insurance. We are hoping to receive the quote prior to the Finance Committees January 6th meeting.

District Manager and Finance Director will work with Trustee Barry Meinerth to draft a Reserve Structure Policy and have ready by the February Committee meeting.

District Management and District Legal Counsel are preparing the CalPERS questionnaire to initiate the CalPERS Health Benefits Program.

Once the CalPERS Health Benefits Program is operational the District may then move forward with an Other Post Employment Benefit (OPEB) Actuarial Study and investigating an OPEB Trust Fund.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

None at this time.

San Mateo County MVCD

Board of Trustee Meeting

January 8, 2014

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 committee met on November 18th. The agenda reviewed the operational programs within the Strategic Plan with the Assistant Manager, Brian Weber and Operations Supervisor, Casey Stevenson.

The Committee will now met with the Finance Director once the financials are updated in the Strategic Plan.

RECOMMENDATION

None at this time.

REFERENCE MATERIALS AVAILABLE

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 met with the District Manager to discuss procedures for improving the process of reviewing and drafting policies. One option under investigation is working with a Joint Powers Authority called Local Government Services (LGS-JPA). Their mission is to provide a source for staffing and consulting to meet their clients who are California local governments. Their office is in Carmel Valley. The Project Management program we are interested in is their Policy Development and Administration. We are hoping to schedule a meeting with LGS-JPA in early January to investigate if we could benefit from this agency.

RECOMMENDATION:

None at this time

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 10.A

FINANCIAL REPORT

SUBJECT: Fiscal Year 2013-14 Financial Documents

BACKGROUND AND STATUS:

Expenditures: Seasonal expenditures for the District tend to run higher during summer months (July through November) and begin to decrease during winter months (December through March). For the months of October-13 and November-13, there are several accounts that are above the target rate of 42% 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. Gasoline / Oil
5. Electric / Gas (higher utilization during seasonal months)
6. Water / Sewer Disposal (due in part to a water leak and a new vehicle washing schedule)

Other accounts that are above the target of 42% 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 (Miscellaneous Lab supplies, Dry Ice for increased mosquito surveillance in part due to *Aedes aegypti*, and Miscellaneous PC equipment one-time purchases)
3. Memberships (prepaid annual membership expenditures)
4. Insurance (Prepaid annual General Liability insurance premiums for the year and Retrospective adjustments for the Worker's Compensation program for 2008-2012 that are allocated to all VCJPA pool participants)

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 42% 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 October-13 and November-13, the District received consolidated revenues of \$251K mostly related to Property Tax Revenue \$172k, Service Abatement Revenue \$70k, and Quarterly Interest Income \$9k.

Balance Sheet / Cash Balances: As of November-13, the District had \$4,724,916 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-13. 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.

RECOMMENDATION:

Approve Financial Documents for Fiscal Year 2013-14. November 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 January 2014 Board Meeting
Financials for the month ended November 30, 2013

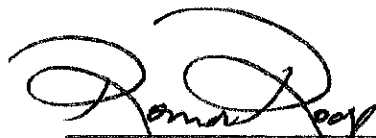
The following reports are provided to the District's Board of Trustees on a monthly basis. The goal of the District is to provide full transparency of financial activities on a regular basis.

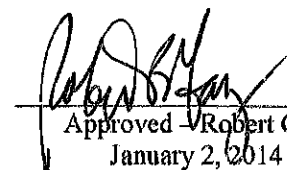
- **Consolidated Funds (General and Capital Funds) Financial Statements** – Consolidated Profit & Loss (with budget) and Consolidated Balance Sheet.
- **F-1 GF and F-1 CPF Actual vs Budget Financial Analysis** – Provides actual month-end and year-to-date expenditures to be compared with the approved 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 October 2013 and November 2013, please contact me before the board meeting so that I can address any inquiries beforehand. Please contact me at the District at (650) 344-8592 Ext 11 or via email at rrodriguez@smcmad.org.

Rosendo Rodriguez
Finance Director


Approved – Rosendo Rodriguez
January 2, 2014


Approved – Robert Gay
January 2, 2014

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

		MTD	YTD	Budgeted	YTD Nov %	42%
		November-13	FY13/14	FY13/14	Balance Remaining	% of FY13/14 Budget
REVENUES						
1021	Prop. taxes, current, secured	83,743	83,743	1,521,718	1,437,975	5.5%
1024	PY Secured Rede	0	0	5,000	5,000	0.0%
1031	Prop. taxes, current unsecured	278	87,019	86,000	(1,019)	101.2%
1033	Prop. taxes, prior, unsecured	0	(4,115)	1,000	5,115	-411.5%
1041	Prop taxes CY secured SB 813	2,665	5,586	26,000	20,414	21.5%
1042	Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1046	1046 - ERAF Rebate	0	0	215,000	215,000	0.0%
1521-11	VCJPA-Interest Income	0	1,642	1,500	(142)	109.5%
1521	Interest Earned	0	17,521	40,500	22,979	43.3%
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	2,403	229,810	255,000	25,190	90.1%
2647	Misc Refunds/RDA/RPTTF	0	19,057	40,000	20,943	47.6%
2658-11	VCJPA-Misc Income	0	4,431	10,000	5,569	44.3%
2658	Other	0	56,927	48,000	(8,927)	118.6%
Total Revenue		89,088	501,620	4,160,680	3,659,060	12.1%
EXPENDITURES						
Salary & Benefits						
4111	Regular Full Time	116,267	577,731	1,515,000	937,269	38.1%
4161	Regular Part Time	8,136	89,369	129,000	39,631	69.3%
4311	Social Security	628	6,035	10,000	3,965	60.4%
4321	Retirement	51,830	195,061	478,000	282,939	40.8%
4412	Health Insurance	28,277	138,046	369,000	230,954	37.4%
4414	Great-West Deferred Comp	1,500	5,000	13,000	8,000	38.5%
4415	Medicare Insurance	1,766	9,726	24,000	14,274	40.5%
4422	Dental Insurance	2,757	14,960	38,000	23,040	39.4%
4431	Vision Insurance Plan (VSP)	420	2,154	5,300	3,146	40.6%
4440	Employee Commute Benefit	276	1,890	5,500	3,610	34.4%
4442	Long Term Disability	829	4,239	11,300	7,061	37.5%
4451	Unemployment Insurance	176	4,073	18,000	13,927	22.6%
4621	AFLAC Insurance	442	2,460	6,500	4,040	37.8%
Subtotal		213,304	1,050,746	2,622,600	1,571,854	40.1%
Services & Supplies						
5111	Pesticides	0	63,456	250,000	186,544	25.4%
5121	Clothing	642	8,588	23,700	15,113	36.2%
5156	Household	772	1,282	4,200	2,918	30.5%
5171	Medical/Laboratory	1,419	15,157	18,800	3,643	80.6%
5188	Other Misc (Union Bank Fee)	38	189	1,800	1,611	10.5%
5199	Office	550	5,250	20,100	14,850	26.1%
5233	Tools/Equipment	215	10,408	19,350	8,942	53.8%
5331	Memberships	2,605	15,764	18,845	3,081	83.7%
5416	Gasoline/Oil	2,253	31,487	67,000	35,513	47.0%
5428	Miscellaneous Repair	36,776	194,485	295,000	100,515	65.9%
5472	General Maintenance	328	1,543	9,300	7,757	16.6%
5631	Electric/Gas	1,951	10,235	20,900	10,665	49.0%
5635	Water/Sewer Disposal	220	4,445	9,700	5,255	45.8%
5721	Meetings/Conferences	3,580	20,239	91,800	71,561	22.0%
5856	Services/Consultation	17,548	104,516	238,600	134,084	43.8%
5966	District Special Expenses	3,942	14,762	123,750	108,988	11.9%
6712	Telephone	1,315	9,153	22,500	13,348	40.7%
6725	Liability Insurance	(7,878)	41,358	53,000	11,642	78.0%
6731	Other Insurance	18,258	119,443	102,100	(17,343)	117.0%
Subtotal		84,534	671,760	1,390,445	718,685	48.3%
Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	0	118,753	144,300	25,547	82.3%
Subtotal		0	118,753	144,300	25,547	
Total Expenditures		297,837	1,841,258	4,157,345	2,316,087	44.3%
NET INCOME						
Net Income		(208,749)	(1,339,638)	3,335		

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

As of November 30, 2013

	Nov 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	4,370,009
1010A01 · Cash-VCJPA Property Contingency	36,884
1010A02 · Cash-VCJPA Member Contingency	317,823
1020 · Cash - Petty Cash	200
Total Checking/Savings	4,724,916
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	92,255
Total Accounts Receivable	92,255
Total Current Assets	4,817,172
TOTAL ASSETS	4,817,172
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	49,471
Total Accounts Payable	49,471
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	49,471
Total Liabilities	49,471
Equity	
3021 · 3021 · Prior Period Adjustment	6,996
32000 · Retained Earnings	6,100,343
Net Income	(1,339,638)
Total Equity	4,767,701
TOTAL LIABILITIES & EQUITY	4,817,172

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

F-1 GF

REVENUES	MTD October-13	MTD November-13	YTD FY13/14	Budgeted FY13/14	YTD Nov %		Footnote:
					Balance Remaining	42% % of FY13/14 Budget	
1021 Prop. taxes, current, secured	0	83,743	83,743	1,521,718	1,437,975	5.5%	Total YTD Property Tax Revenue: \$0 vs Budget of \$1,647,588
1024 PY Secured Rede	0	0	0	5,000	5,000	0.0%	
1031 Prop. taxes, current unsecured	86,741	278	87,019	86,000	(1,019)	101.2%	
1033 Prop. taxes, prior, unsecured	(4,115)	0	(4,115)	1,000	5,115	-411.5%	
1041 Prop taxes CYsecured SB 813	2,921	2,665	5,586	26,000	20,414	21.5%	
1042 Prop taxes CYunsecurd SB 813	0	0	0	650	650	0.0%	
1043 PY SB 813 REDEM	0	0	0	1,400	1,400	0.0%	
1045 Prop. taxes unsecured SB 813	0	0	0	320	320	0.0%	
1831 Homeowner Prop	0	0	0	5,500	5,500	0.0%	
1046 1046 - ERAF Rebate	0	0	0	215,000	215,000	0.0%	
1521-11 VCJPA-Interest Income	0	0	1,642	1,500	(142)	109.5%	
1521 Interest Earned	8,206	0	16,636	37,900	21,264	43.9%	
2031 Benefit Assessment	0	0	0	1,438,911	1,438,911	0.0%	
2439 Mosquito Control Tax	0	0	0	464,181	464,181	0.0%	
2451 Service Abatement Income	67,717	2,403	229,810	255,000	25,190	90.1%	
2647 Misc Refunds/RDA/RPTTF	0	0	19,057	40,000	20,943	47.6%	
2658-11 VCJPA-Misc Income	0	0	4,431	10,000	5,569	44.3%	
2658 Other	0	0	27,761	46,000	18,239	60.4%	
Revenue Total:	161,470	89,088	471,569	4,156,080	3,684,511	11.3%	% of YTD budget
EXPENDITURES							
Salary & Benefits							
4111 Regular Full Time	120,047	116,267	577,731	1,515,000	937,269	38.1%	A A
4161 Regular Part Time	18,143	8,136	89,369	129,000	39,631	69.3%	
4311 Social Security	1,198	628	6,035	10,000	3,965	60.4%	
4321 Retirement	35,335	51,830	195,061	478,000	282,939	40.8%	
4412 Health Insurance	28,392	28,277	138,046	369,000	230,954	37.4%	
4414 Great-West Deferred Comp	1,000	1,500	5,000	13,000	8,000	38.5%	
4415 Medicare Insurance	2,022	1,766	9,726	24,000	14,274	40.5%	
4422 Dental Insurance	300	2,757	14,960	38,000	23,040	39.4%	
4431 Vision Insurance Plan (VSP)	420	420	2,154	5,300	3,146	40.6%	
4440 Employee Commute Benefit	426	276	1,890	5,500	3,610	34.4%	
4442 Long Term Disability	829	829	4,239	11,300	7,061	37.5%	
4451 Unemployment Insurance	381	176	4,073	18,000	13,927	22.6%	
4621 AFLAC Insurance	442	442	2,460	6,500	4,040	37.8%	
Subtotal	208,934	213,304	1,050,746	2,622,600	1,571,854	40.1%	
Services & Supplies							
5111 Pesticides	0	0	63,456	250,000	186,544	25.4%	B
5121 Clothing	1,004	642	8,588	23,700	15,113	36.2%	
5156 Household	67	772	1,282	4,200	2,918	30.5%	C
5171 Medical/Laboratory	316	1,419	15,157	18,800	3,643	80.6%	
5199 Office	1,993	550	5,250	20,100	14,850	26.1%	D
5233 Tools/Equipment	2,102	215	9,761	16,100	6,339	60.6%	
5331 Memberships	5,159	2,605	15,764	18,845	3,081	83.7%	E
5416 Gasoline/Oil	7,092	2,253	31,487	67,000	35,513	47.0%	
5428 Miscellaneous Repair	6,135	1,593	12,926	50,000	37,074	25.9%	A
5472 General Maintenance	301	328	1,543	9,300	7,757	16.6%	
5631 Electric/Gas	2,011	1,951	10,235	20,900	10,665	49.0%	A
5635 Water/Sewer Disposal	2,079	220	4,445	9,700	5,255	45.8%	
5721 Meetings/Conferences	5,861	3,580	20,239	91,800	71,561	22.0%	A
5856 Services/Consultation	11,164	17,548	104,516	238,600	134,084	43.8%	
5966 District Special Expenses	7,197	3,942	14,762	121,500	106,738	12.2%	G
6712 Telephone	2,148	1,315	9,153	22,500	13,348	40.7%	
6725 Liability Insurance	0	(7,878)	41,358	53,000	11,642	78.0%	F
6731 Other Insurance	0	18,258	119,443	102,100	(17,343)	117.0%	
Subtotal	54,629	49,313	489,366	1,138,145	648,779	43.0%	
Fixed Assets							
7311 Equipment	0	0	0	0	0	0.0%	
Subtotal	0	0	0	0	0		
Expenditures Total:	263,564	262,617	1,540,112	3,760,745	2,220,633	41.0%	% of YTD budget spent
NET INCOME							
Net Income	(102,094)	(173,529)	(1,068,542)	395,335			
Contingencies Reserves							
8611 Approp. Contingencies	0	0	0	376,075	376,075		
8612 General Reserves	0	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 November 30, 2013

F-1 GF

FOOTNOTES:

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

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

Note: Pesticide purchases are made on an as needed basis and tend to be seasonal.

C: Medical / Laboratory YTD \$12K of the expenditures were mostly attributed to PCR system startup supplies.

D: Tools / Equipment YTD \$9,761 expenditures mostly attributed \$2,400 supply purchases for the lab, \$2,000 for Dry Ice used for mosquito surveillance program (including *Aedes aegypti*) and \$3,700 for Misc PC Equipment (including lab software, Ethernet switch for server and misc office equipment)

E: Memberships paid in FY13/14 include: Annual dues of \$8,000 for MVCAC, \$4,919 for CSDA, \$240 for Entomological Society of America and \$2,605 for pro-rata share LAFCO's adopted budget for FY 2013-2014

F: Liability Insurance and Worker's Compensation FY13/14 premiums were paid in full at the beginning of the year. However, VCJPA retrospective adjustments for 2008-2012 were allocated to all participating agencies in Nov-13. The District's portion was a credit of \$7,878 for General Liability Insurance and a charge of \$18,258 for Worker's Compensation. These retrospective adjustments are allocated to all pool participants.

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 · Sources Database 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	28,698	50,000	21,302	See below for details
5856E1OP · Helicopter Service	25,025	30,000	4,975	Helicopter treatment program
5856F1LB · Certification of Lab Equipment	325	400	75	
5856G1AD · Postage & Copiers Equip Rental	197	10,000	9,803	10,323.57 Canon copier lease buyout check
5856G2AD · Security & Fire Alarm Maintenance	1,530	5,000	3,470	
5856G3AD · Elevator Maintenance Qtrly	1,337	5,600	4,263	
5856G4AD · Pond/Landscape Service	3,705	12,000	8,295	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	6,087	18,500	12,413	
5856G7AD · HVAC Maint/Back Flow Test	1,358	3,000	1,642	
5856G8AD · Electric Gate Maint	0	1,000	1,000	
5856G9AD · Lighting Fixtures	19	500	481	
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	4,100	10,500	6,400	
5856J2AD · Comcast Maintenance	1,469	4,000	2,531	
5856J3AD · Axcient	645	1,700	1,055	
5856J4AD · Microsoft Intune & Email Serv	1,805	6,500	4,695	
5856L1AD · Human Resource Services	551	15,000	14,449	
5856M1AD · Payroll Service	2,145	7,000	4,855	
5856N1AD · Union Bank Monthly Fee	380	2,100	1,720	
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	104,516	238,600	134,084	

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	

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

F-1 GF

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
Portor Goltz, Attorney at Law	1029	09/26/2013	709	Legal Services Rendered Thru 9/30/13
Portor Goltz, Attorney at Law	1034	10/22/2013	90	Legal Services Rendered 10/01/13
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
County of San Mateo-County Counsel	110113008	11/01/2013	3,740	Legal Services Rendered Thru 9/30/13
County of San Mateo-County Counsel	112513009	11/25/2013	4,819	Legal Services Rendered Thru 10/31/13
Weintraub Tobin	98271103	09/05/2013	416	Legal Services Rendered Thru 8/31/13
Weintraub Tobin	98273969	11/04/2013	165	Legal Services Rendered Thru 10/31/13
Meredith, Weinstein & Numbers, LLP	19720	09/18/2013	2,665	Legal Services Rendered Thru 8/31/13
Meredith, Weinstein & Numbers, LLP	19790	11/25/2013	3,079	Legal Services Rendered Thru 10/31/13
All American Inc	0000055	10/25/2013	400	Legal Services Rendered Thru 9/30/13
All American Inc	0008733	10/25/2013	400	Legal Services Rendered Thru 9/30/13
			28,698	

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

F-1 CPF

Actual vs Budget Financial Analysis - Capital Fund
for the month ended November 30, 2013

					YTD Nov %	42%	
					Balance	YTD	Footnote:
REVENUES					Remaining		
1521	Interest Earned	Expended October-13	Expended November-13	Expended YTD FY13/14	Budgeted FY13/14		
49900	Other Income	505	0	884	2,600	1,716	34.0%
		0	0	29,166	2,000	(27,166)	1458.3%
	Total Revenue	505	0	30,051	4,600	(25,451)	653.3%
							% of YTD budget
EXPENDITURES							
	Services & Supplies						
5188	Other Misc (Union Bank Fee)	37	38	189	1,800	1,611	10.5%
5233	Tools/Equipment	0	0	646	3,250	2,604	19.9%
5428	Miscellaneous Repair	0	35,183	181,558	245,000	63,442	74.1%
5966	District Special Expense	0	0	0	2,250	2,250	0.0%
	Subtotal	37	35,221	182,394	252,300	69,906	72.3%
	Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0	0.0%
7311	Equipment	5,198	0	118,753	144,300	25,547	82.3%
	Subtotal	5,198	0	118,753	144,300	25,547	82.3%
	Total Expenditures	5,235	35,221	301,147	396,600	95,453	75.9%
							% of YTD budget spent
NET INCOME							
	Net Income	(4,730)	(35,221)	(271,096)	(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	181,558	185,000	3,442 Structural engineer, architect & construction for Earthquake Retrofit Proj
Total	181,558	245,000	63,442

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	5,198	4,700	(498) Security Cameras for Burlingame & Redwood City Bldgs
7311B4OP · Vehicles (Leases)	0	8,000	8,000
7311C1LB · Lab Equipment	108,027	107,500	(527) Lab PCR Equipment/Tabletop Centrifuge
Total	118,753	144,300	25,547

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

F-2 GF

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>Oct 13</u>	<u>Nov 13</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income						
1021 · Prop. taxes, current, secured	-	-	-	-	83,743	83,743
1031 · Prop. taxes, current unsecured	-	-	-	86,741	278	87,019
1033 · Prop. taxes, prior, unsecured	-	-	-	(4,115)	-	(4,115)
1041 · Prop taxes CY secured SB 813	-	-	-	2,921	2,665	5,586
1521-11 · VCJPA-Interest Income	-	-	1,642	-	-	1,642
1521 · Interest Earned	8,430	-	-	8,206	-	16,636
2451 · Service Abatement Income	58,077	58,443	43,170	67,717	2,403	229,810
2647 · Misc Refunds/RDA/RPTTF	5,316	-	13,741	-	-	19,057 A
2658-11 · VCJPA-Misc Income	-	-	4,431	-	-	4,431
2658 · Other	-	27,655 C	106 D	-	-	27,761
Total Income	71,824	86,098	63,089	161,470	89,088	471,569
Gross Profit	71,824	86,098	63,089	161,470	89,088	471,569
Expense						
4111 · 4111 · Reg Full-time Position	60,579	165,741	115,097	120,047	116,267	577,731
4161 · 4161 · Reg Part-Time Position	11,779	29,573	21,738	18,143	8,136	89,369
4311 · Social Security	848	1,908	1,453	1,198	628	6,035
4321 · 4321 · County Retirement Plan	35,234	36,331	36,331	35,335	51,830	195,061
4412 · 4412 · Health Insurance	29,093	22,667	29,618	28,392	28,277	138,046
4414 · 4414 · Great-West Deferred Comp	1,000	500	1,000	1,000	1,500	5,000
4415 · 4415 · Medicare Insurance	985	2,943	2,010	2,022	1,766	9,726
4422 · 4422 · Dental Insurance	3,356	2,983	5,565	300	2,757	14,960
4431 · 4431 · Vision Insurance Plan	428	443	443	420	420	2,154
4440 · 4440 Employee Commute Benefit	412	374	402	426	276	1,890
4442 · 4442 · Long Term Disability	819	819	943	829	829	4,239
4451 · 4451 · Unemployment Insurance	749	1,805	963	381	176	4,073
4621 · AFLAC Insurance	444	665	468	442	442	2,460
5111 · 5111 Pesticides	49,124	12,232	2,101	-	-	63,456
5121 · Clothing	3,319	1,718	1,904	1,004	642	8,588
5156 · Household	44	261	138	67	772	1,282
5171 · Medical/Laboratory	5,650	5,565	2,207	316	1,419	15,157
5199 · Office	661	1,288	757	1,993	550	5,250
5233 · Special Tools/Equipment	2,722	3,685	1,038	2,102	215	9,761
5331 · Memberships (Association dues)	8,000	-	-	5,159	2,605	15,764
5416 · Gasoline/Oil/Grease	6,983	8,027	7,132	7,092	2,253	31,487
5428 · Misc Repairs-Mtce Equipment	1,730	2,223	1,246	6,135	1,593	12,926
5472 · 5472 · General Maintenance	376	204	334	301	328	1,543

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

F-2 GF

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>Oct 13</u>	<u>Nov 13</u>	<u>TOTAL</u>
5631 · Electricity/Gas	2,070	2,063	2,139	2,011	1,951	10,235
5635 · 5635 · Water/Sewer Disposal	205	1,559	381	2,079	220	4,445
5721 · Meeting/Conferences	5,493	2,004	3,300	5,861	3,580	20,239
5856 · Services/Consultations	31,802	12,728	31,275	11,164	17,548	104,516
5966 · District Special Expense	387	2,900	336	7,197	3,942	14,762
6712 · 6712 · Telephone	2,012	1,969	1,708	2,148	1,315	9,153
6725 · 6725 · Liability Insurance	49,236	-	-	-	(7,878)	41,358
6731 · 6731 Other Insurance	101,185	-	-	-	18,258	119,443
Total Expense	<u>416,724</u>	<u>325,179</u>	<u>272,028</u>	<u>263,564</u>	<u>262,617</u>	<u>1,540,112</u>
Net Ordinary Income	(344,900)	(239,081)	(208,938)	(102,094)	(173,529)	(1,068,542)
Other Income/Expense						
Other Income						
Transfer Out	(350,000) E	(646) F	-	(935) F	-	(351,581)
Total Other Income	<u>(350,000)</u>	<u>(646)</u>	<u>-</u>	<u>(935)</u>	<u>-</u>	<u>(351,581)</u>
Net Other Income	<u>(350,000)</u>	<u>(646)</u>	<u>-</u>	<u>(935)</u>	<u>-</u>	<u>(351,581)</u>
Net Income	<u><u>(694,900)</u></u>	<u><u>(239,727)</u></u>	<u><u>(208,938)</u></u>	<u><u>(103,029)</u></u>	<u><u>(173,529)</u></u>	<u><u>(1,420,124)</u></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-\$646 on backpack sprayers & \$935 on Barron Site Security Camera. This will offset the Transfer In on CPF's P&L Stmt.

San Mateo County MVCD - Capital Project Fund

F-2 CPF

Profit & Loss

July through November 2013

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	TOTAL
Ordinary Income/Expense						
Income						
1521 · 1521 · Interest Earned	379	-	-	505	-	884
49900 · 49900 Other Income	-	29,166 A	-	-	-	29,166
Total Income	379	29,166	-	505	-	30,051
Gross Profit	379	29,166	-	505	-	30,051
Expense						
5188 · Other Misc Expense						
188A2AD · Bank Fees	37	38	41	37	38	189
Total 5188 · Other Misc Expense	37	38	41	37	38	189
5233 · Special Tools (non-fixed asset)						
233B2OP · Backpack Sprayer	-	646	-	-	-	646
Total 5233 · Special Tools (non-fixed asset)	-	646	-	-	-	646
5428 · Misc Repairs and Maint. (nonFA)						
28A10AD · Earthquake Retrofit	137,803	6,482	2,091	-	35,183	181,558
Total 5428 · Misc Repairs and Maint. (nonFA)	137,803	6,482	2,091	-	35,183	181,558
7311 · Equipment-Capital						
311A1AD · Computer Equipment OP	-	-	-	-	-	-
311A3AD · Computer Equipment AD	5,528	-	-	-	-	5,528
311A5AD · Servers/Key System PC	-	-	-	5,198	-	5,198
311C1LB · Lab Equipment	81,504	24,000	2,523	-	-	108,027
Total 7311 · Equipment-Capital	87,032	24,000	2,523	5,198	-	118,753
Total Expense	224,871	31,166	4,655	5,235	35,221	301,147
Net Ordinary Income	(224,492)	(1,999)	(4,655)	(4,730)	(35,221)	(271,096)
Other Income/Expense						
Other Income						
Transfer In	350,000 B	646 C	-	935 D	-	351,581

San Mateo County MVCD - Capital Project Fund

F-2 CPF

Profit & Loss

July through November 2013

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>Oct 13</u>	<u>Nov 13</u>	<u>TOTAL</u>
Total Other Income	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>935</u>	<u>-</u>	<u>351,581</u>
Net Other Income	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>935</u>	<u>-</u>	<u>351,581</u>
Net Income	<u><u>125,508</u></u>	<u><u>(1,353)</u></u>	<u><u>(4,655)</u></u>	<u><u>(3,794)</u></u>	<u><u>(35,221)</u></u>	<u><u>80,485</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.
- D. Transfer In for CPF expenses paid from GF for Redwood City site security camera. This will offset the Transfer Out on GF's P&L Stmt.

San Mateo County Mosquito & Vector Control
Balance Sheet
 As of November 30, 2013

F-3 GF

	<u>Nov 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	4,116,759
1010A01 · Cash-VCJPA Property Contingency	36,884
1010A02 · Cash-VCJPA Member Contingency	317,823
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>4,471,666</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	92,255
Total Accounts Receivable	<u>92,255</u>
Total Current Assets	<u>4,563,921</u>
TOTAL ASSETS	<u><u>4,563,921</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	49,471
Total Accounts Payable	<u>49,471</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>49,471</u>
Total Liabilities	49,471
Equity	
3021 · 3021 · Prior Period Adjustment	6,756
32000 · Retained Earnings	5,927,818
Net Income	(1,420,124)
Total Equity	<u>4,514,450</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,563,921</u></u>

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

F-3 CPF

	<u>Nov 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	253,251
Total Checking/Savings	<u>253,251</u>
Total Current Assets	<u>253,251</u>
TOTAL ASSETS	<u><u>253,251</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	-
Total Accounts Payable	<u>-</u>
Total Current Liabilities	<u>-</u>
Total Liabilities	-
Equity	
3021 · Prior Period Adjustment	240
32000 · Retained Earnings	172,525
Net Income	80,485
Total Equity	<u>253,251</u>
TOTAL LIABILITIES & EQUITY	<u><u>253,251</u></u>

San Mateo County Mosquito & Vector Control

F-4 GF

A/R Aging Summary

As of November 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	-	4,620	-	-	-	4,620	A
City of Redwood City, Public Wks Svcs	-	9,303	-	6,261	7,461	23,025	
City of San Mateo Wastewater Treatment	33	141	-	-	-	174	
City of SSF Water Quality Control Plant	82	82	-	-	-	164	
Coastal Conservancy	1,700	12,800	B	16,360	B 31,265	B 62,125	
S.B.S.A. -S. Bayside System Authority	63	50	C	-	-	113	
San Francisco Zoo	400	500	-	-	-	900	
SEWER AUTHORITY MID-COASTSIDE (SAM)	51	102	-	-	-	152	
SF Public Utilities Commision	75	25	C	882	-	982	
TOTAL	2,403	27,623	-	23,503	38,726	92,255	

FOOTNOTES:

- A- Past due amounts were mostly paid as of December 21, 2013. (See below updated aging as of December 21, 2013)
- B- Coastal Conservancy payments are still pending review of all the supporting documents sent with the invoice billings.
- C- S. Bayside System & SF Public Utilities-Reminder statements were sent in December.

San Mateo County Mosquito & Vector Control

A/R Aging Summary

As of December 21, 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	-	-	-	-	-	-
City of San Mateo Wastewater Treatment	-	33	-	-	-	33
City of SSF Water Quality Control Plant	-	-	-	-	-	-
Coastal Conservancy	-	1,700	12,800	B 16,360	B 31,265	B 62,125
S.B.S.A. -S. Bayside System Authority	-	63	50	C	-	113
San Francisco Zoo	-	400	-	-	-	400
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	-	-	-	-	-
SF Public Utilities Commision	-	75	25	C	-	100
TOTAL	-	2,270	12,875	16,360	31,265	62,770

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

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

Reductions

Payroll Related (ADP) Oct-13	(129,877)	
Payroll Related (ADP) Nov-13	(114,911)	
Checks Written Oct-13	(145,859)	
Checks Written Nov-13	(116,487)	
Bank Fee Oct-13	(58)	
Bank Fee Nov-13	(74)	
Total Reductions		(507,267)

Additions

Quarterly Interest Oct-13	8,206	
Abatement Services Oct-13	48,476	
Abatement Services Nov-13	56,385	
Property Tax Revenue Oct-13	85,547	
Property Tax Revenue Nov-13	86,685	
Other Income	-	
Lehman Recov-4th Distribution	-	
Total Additions		285,299

Ending Cash per District as of November 30, 2013 4,116,759

Cash per County Statement (below) 4,116,759

Difference -

COUNTY OF SAN MATEO Verbose D E T A I L E D T R I A L B A L A N C E 11/01/2013-11/30/2013 Page 1
 WED, DEC 11, 2013, 9:48 AM --req: MAYFOHRL--leg: GL JL--loc: CONT RWC--job: 8308009 #J2636--prog: GL501 <1.82>--report id: GLBAL01

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT...ORG SUB UNIT: 02706

Lg 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 11/01/13	5,956,824.29	1,751,663.62	4,205,160.67				
	11/05/13	RJ29NN053	AutoID: ITXJN053 Job: 8270 JE	277.83	0.00	4,205,438.50				
	11/06/13	SPS6N063	AutoID: ITXMN063 Job: 8278 JE	825.33	0.00	4,206,263.83				
	11/09/13	RJ15CFT2	Daily Cash Float Tsfr-Op Ed JE	56,384.85	0.00	4,262,648.68				
	11/15/13	SEC6NN153	AutoID: ITXAN153 Job: 8282 JE	83,742.56	0.00	4,346,391.24				
	11/22/13	JE351733	AutoID: JMBAN223 Job: 8295 JE	0.00	73.85	4,346,317.39				
	11/27/13	SPS6N273	AutoID: ITXMN273 Job: 8295 JE	1,839.37	0.00	4,348,156.76				
	11/30/13	JE352145	AutoID: JFOBD033 Job: 8302 JE	0.00	116,487.15	4,231,669.61				
	11/30/13	JE352146	AutoID: JFOBD033 Job: 8302 JE	0.00	238.10	4,231,431.51				
	11/30/13	JE352147	AutoID: JFOBD033 Job: 8302 JE	0.00	61,879.89	4,169,551.62				
	11/30/13	JE352148	AutoID: JFOBD033 Job: 8302 JE	0.00	188.60	4,169,363.02				
	11/30/13	JE352149	AutoID: JFOBD033 Job: 8302 JE	0.00	52,388.10	4,116,974.92				
	11/30/13	JE352151	AutoID: JFOBD033 Job: 8302 JE	0.00	216.10	4,116,758.82				
		DR	* SUB ACCT Total *	6,099,894.23*	1,983,135.41*	4,116,758.82*				
0112 Claim on Cash - Float			Prior to 11/01/13	122,179.87	122,179.87	0.00				
	11/08/13	TILCR	AutoID: DT1CN083 Job: 8279 CR	56,384.85	0.00	56,384.85				
	11/09/13	RJ15CFT2	Daily Cash Float Tsfr-Op Ed JE	0.00	56,384.85	0.00				
		DR	* SUB ACCT Total *	178,564.72*	178,564.72*	0.00*				
0270 Interest Receivable			Prior to 11/01/13	8,430.37	8,430.37	0.00				
		DR	* SUB ACCT Total *	8,430.37*	8,430.37*	0.00*				

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

Beginning Cash per District as of September 30, 2013 294,789

Reductions

Checks Written Oct-13	(4,263)	
Checks Written Nov-13	(37,706)	
Bank Fee Oct-13	(37)	
Bank Fee Nov-13	(38)	
Total Reductions		(42,043)

Additions

Quarterly Interest Oct-13	505	
Lehman Recovery-4th Distribution	-	
Total Additions		505

Ending Cash per District as of November 30, 2013 253,251

Cash per County Statement (below) 253,251

Difference -

COUNTY OF SAN MATEO Verbose D E T A I L E D T R I A L B A L A N C E 11/01/2013-11/30/2013 Page 1
WED, DEC 11, 2013 9:48 AM --req: MAYFOHRL--leg: GL JL--loc: CONT RWC--job: 8308010 #J2637--prog: GL501 <1.82>--report id: GLTBAL01

Sort Order: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705

Lg SUB UNIT Title	Director	St Tx	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02705 SMC Mosq Abate-CP Proj F		A	07	02705	02705	00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance				
0111 Claim on Cash			Prior to 11/01/13	558,980.30	267,986.14	290,994.16				
	11/22/13	JE351733	AutoID: JMBAN223 Job: 8295 JE	0.00	37.51	290,956.65				
	11/30/13	JE352152	AutoID: JFOCD033 Job: 8302 JE	0.00	37,706.06	253,250.59				
		DR	* SUB ACCT Total *	558,980.30*	305,729.71*	253,250.59*				
0270 Interest Receivable			Prior to 11/01/13	379.01	379.01	0.00				
		DR	* SUB ACCT Total *	379.01*	379.01*	0.00*				
0813 Fund Balance Available			Prior to 11/01/13	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 11/01/13	0.00	2,186,222.00	2,186,222.00				
		CR	* SUB ACCT Total *	0.00*	2,186,222.00*	2,186,222.00*				

**San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement**

**F-7
Oct-13**

**General Fund
October 31, 2013**

Full Time Employee	October 11, 2013	October 25, 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	-
SCHULZ, ERIC T	4,956	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
	62,546	57,590

Footnotes:

Seasonal Employees		
BARNUM, MARISA E	1,020	1,140
CASTRO, DIEGO	1,020	1,200
CHAN, GABRIEL	-	-
FUATA, JOSHUA	1,098	1,220
JEAN-BAPTISTE, ALVIN	1,200	1,080
McDANIEL, JENNIFER	924	1,320
MUNOZ, MIGUEL	1,461	1,240
MUTTO, DOMINIC	1,193	1,080
NG, KA FAI JIMMY	-	-
POULSEN, AMANDA	-	-
SCHAEFER, ANDREW	-	-
WEBER, PAUL	576	648
	8,491	8,928

Trustee - Reimbursement in lieu of expenses		
CAIRO, CHRISTOPHER	-	100
COGONI, VALENTINA	-	100
DEJARNATT, PETER	-	100
FULLER, CHRISTINE	-	100
HEDLUND, STEVEN	-	100
LERNER, SAMUEL	-	100
MARTIN, KATHLEEN	-	100
MARTINUCCI, MARIA	-	-
MAYNARD, ROBERT	-	100
MEINERTH, BARRY	-	100
NICKOLAS, LEON	-	200
O'CONNOR, DONELLE	-	100
RIDGEWAY, JAMES M	-	100
RIEHEL, ROBERT	-	100
RUTHERFORD, DONNA	-	100
SCHNEIDER, BETSEY	-	-
SEIFER, JASON D	-	100
SMITH, D. SCOTT	-	100
TAGG, RICHARD	-	100
WYKOFF, RICHARD	-	100
	-	1,900

Total Gross Pay	71,038	68,418
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Payroll Disbursement (including Net Pay & Taxes)		
Total Net Pay	47,202	48,870
Federal W/H Tax	10,029	9,286
Social Security Tax	1,053	1,343
Medicare	2,060	1,984
CA W/H Tax	3,114	2,836
CA SUI/DI	806	865
Total	64,264	65,184

ADP Fee drawn for the period	238	191
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Total amount for the period	64,502	65,375
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Total amount for the month:	129,877
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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
- D. Vacation, sick and severance payout

**San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement**

**F-7
Nov-13**

**General Fund
November 30, 2013**

Full Time Employee	November 8, 2013	November 22, 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	2,884	-
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
	57,270	54,386

Footnotes:

Seasonal Employees		
BARNUM, MARISA E	1,080	-
CASTRO, DIEGO	1,200	-
FUATA, JOSHUA	1,220	-
JEAN-BAPTISTE, ALVIN	840	-
McDANIEL, JENNIFER	792	-
MUNOZ, MIGUEL	1,240	-
MUTTO, DOMINIC	1,140	-
WEBER, PAUL	624	-
	8,136	-

Trustee - Reimbursement in lieu of expenses		
CAIRO, CHRISTOPHER	-	100
COGONI, VALENTINA	-	100
DEJARNATT, PETER	-	100
FULLER, CHRISTINE	-	100
HEDLUND, STEVEN	-	100
LERNER, SAMUEL	-	100
MARTIN, KATHLEEN	-	100
MARTINUCCI, MARIA	-	100
MAYNARD, ROBERT	-	100
MEINERTH, BARRY	-	100
NICKOLAS, LEON	-	200
O'CONNOR, DONELLE	-	100
RIDGEWAY, JAMES M	-	100
RIEHEL, ROBERT	-	100
RUTHERFORD, DONNA	-	100
SCHNEIDER, BETSEY	-	100
SEIFER, JASON D	-	100
SMITH, D. SCOTT	-	100
TAGG, RICHARD	-	-
WYKOFF, RICHARD	-	100
	-	2,000

Total Gross Pay	65,406	56,386
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Payroll Disbursement (including Net Pay & Taxes)		
Total Net Pay	46,337	39,064
Federal W/H Tax	9,161	8,211
Social Security Tax	1,009	248
Medicare	1,897	1,635
CA W/H Tax	2,803	2,595
CA SUI/DI	654	635
Total	61,860	52,388

ADP Fee drawn for the period	258	189
ADP Fee drawn 11/29/13		216

Total amount for the period	62,118	52,793
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Total amount for the month:		114,911
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Footnotes:

- A. Part-time seasonal hires; Summer hire program ended 10/31/13
- B. Trustee payments for attendance of monthly board & committee meetings in November-2013
- C. Social Security expenditure only incurred for part-time employee and trustee payroll
- D. Severance pay

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

October 2013

F-8 Oct-13

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
13908	10/07/2013	Eric Schulz	Accrued Leave Net Payout Upon Termination 10/4/13	1010a · Union Bank Clearing Account	(3,741.24)
1011201:	10/07/2013		Accrued Leave Net Payout Upon Termination 10/4/13 (Per Letter 10/4/13)	4111 · 4111 · Reg Full-time Position	3,741.24
TOTAL					<u>3,741.24</u>
13909	10/09/2013	Alpine Helicopter Service Inc		1010a · Union Bank Clearing Account	(14,740.00)
M13-APL	08/13/2013		Spray work for SMV 8/13/2013	856E1OP · Helicopter Service	5,005.00
			Credit fro adjmt M13-APL-00642	856E1OP · Helicopter Service	(275.00)
M13-APL	08/23/2013		Spray work for SMV 8/23/2013	856E1OP · Helicopter Service	5,005.00
M13-APL	09/03/2013		Spray work for SMV 9/03/2013	856E1OP · Helicopter Service	5,005.00
TOTAL					<u>14,740.00</u>
13910	10/09/2013	Grainger	809934680	1010a · Union Bank Clearing Account	(528.31)
7023200	10/05/2013		Hose reel disconnect for airboat	428B2OP · Power sprayers/motor parts	122.44
			Work gloves for Paul	121A1OP · Coveralls/gloves (regular/disp)	24.46
			Safety goggles	966D3OP · Safety Glasses	8.15
			Safety cones for field and yard	966D1OP · Safety Misc / Regulation Compl	331.86
			Circular florescent lamp	856G9AD · Lighting Fixtures	18.85
			Lab supply	171C3LB · Lab Sup Misc lab supplies	22.55
TOTAL					<u>528.31</u>
13911	10/09/2013	James M. Barry	Inv #273732	1010a · Union Bank Clearing Account	(175.00)
273732	10/09/2013		Koi Pond Emergency Call Service 10/9/13	856G4AD · Pond/Landscape Service	150.00
			Koi treatments	856G4AD · Pond/Landscape Service	25.00
TOTAL					<u>175.00</u>
13912	10/09/2013	Mallory Safety & Supply LLC	Cust ID#27017; Inv #3770037	1010a · Union Bank Clearing Account	(40.66)
3770037	09/12/2013		Safety eye shower pieces	966D3OP · Safety Glasses	40.66
TOTAL					<u>40.66</u>
13913	10/09/2013	Charles P. Hansen	Retiree Health Care Premium Subsidy-Oct'13	1010a · Union Bank Clearing Account	(436.45)
CH10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
13914	10/09/2013	Dennis J Jewell	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(436.45)
DJ10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>

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

October 2013

F-8 Oct-13

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
13915	10/09/2013	James Bass	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(436.45)
JB01001	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
13916	10/09/2013	James Counts	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(806.16)
JC10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	691.31
JC10022	10/02/2013		Reimb retiree prescription drug-reached max limit for year 2013	412A3AD · Retiree Prescrip Drug Reimburse	114.85
TOTAL					806.16
13917	10/09/2013	Ray Ritts	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(436.45)
RR10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
13918	10/09/2013	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(436.45)
RS10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
13919	10/09/2013	Stanley Kamiya	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(536.87)
SK10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	536.87
TOTAL					536.87
13920	10/09/2013	Steven L Jensen	Retiree Health Care Premium Subsidy-Oct '13	1010a · Union Bank Clearing Account	(327.32)
SJ10012	10/01/2013		Retiree Health Care Premium Subsidy-Oct '13	412A2AD · Retiree Health Reimbursement	327.32
TOTAL					327.32
13921	10/09/2013	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(636.62)
592094	09/25/2013		Employer Contributions for Sept 2013	4621 · AFLAC Insurance	467.76
			Employee Contributions for Sept 2013	4111AD · Life and Annuity Plan	168.86
TOTAL					636.62
13922	10/09/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(148.11)
1243994	09/26/2013		Dry Ice Pellets	233E2LB · Dry Ice	28.67
1244022	09/27/2013		Dry Ice Pellets	233E2LB · Dry Ice	23.89
1244146	10/02/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.55
TOTAL					148.11

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

October 2013

F-8 Oct-13

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
13923	10/09/2013	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,782.62)
	7918-7257 09/27/2013		Dental Plan Nov '13	422A1AD · Employee Dental Insurance	2,782.62
TOTAL					2,782.62
13924	10/09/2013	AXCIENT	Inv-31866	1010a · Union Bank Clearing Account	(129.00)
	INV-31866 10/01/2013		Automated Backup & Storage Services Oct '13	856J3AD · Axcient	129.00
TOTAL					129.00
13925	10/09/2013	Bay Pointe Landscape	Landscape Maintenance Sept '13	1010a · Union Bank Clearing Account	(775.00)
	1001201: 10/01/2013		Landscape Maintenance Sept '13	856G4AD · Pond/Landscape Service	775.00
TOTAL					775.00
13926	10/09/2013	California Department of Public Health	San Mateo County MVCD-6 applications	1010a · Union Bank Clearing Account	(350.00)
	Exam11- 10/08/2013		Certified technician exam fees for 6 applications	721G1AD · Coastal Region Continu'g Edu Pr	350.00
TOTAL					350.00
13927	10/09/2013	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(1,041.73)
	1314593: 10/02/2013		#4 of 10-Color Copier Buyout (10/01-10/31/2013) w/LC	856G1AD · Postage & Copiers Equip Rental	416.67
	1314593 10/02/2013		#4 of 10-Copiers & Fax Machine Buyout (10/01-10/31/2013) w/LC	856G1AD · Postage & Copiers Equip Rental	625.06
TOTAL					1,041.73
13928	10/09/2013	Cardno ENTRIX	Client #33441001.00	1010a · Union Bank Clearing Account	(781.13)
	0093161: 09/19/2013		MVCAC PEIR Consulting Services 07/27/13-08/30/13	966F4LB · CEQA / PEIR	781.13
TOTAL					781.13
13929	10/09/2013	City of Burlingame	Permit #4237; 1351 Rollins Rd	1010a · Union Bank Clearing Account	(100.00)
	4237Sep 09/27/2013		False alarms - issue with security system card access	856H1AD · Cit of Burlingame-Alarm Fees	100.00
TOTAL					100.00
13930	10/09/2013	City of Redwood City		1010a · Union Bank Clearing Account	(148.30)
	1084-C3: 09/26/2013		890 Barron Fire Water Service 08/26/13-09/26/13	635A2AD · Water/Sewer 890 Barron Ave	64.00
	1084-B4: 09/26/2013		890 Barron Water Service 08/26/13-09/26/13	635A2AD · Water/Sewer 890 Barron Ave	84.30
TOTAL					148.30
13931	10/09/2013	Compu-Data		1010a · Union Bank Clearing Account	(3,105.01)

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
60350	10/01/2013		Ethernet switch for server room	233F1AD · Computer Equip/Software	1,033.13
60352	10/02/2013		Remote labor 10/1-Website update (1hr)	856G6AD · Network Maintenance	120.00
60356	10/02/2013		Onsite labor-installed new surveillance cameras (8hrs)	856G6AD · Network Maintenance	960.00
60349	10/02/2013		Onsite labor for lab department (5hrs)	856G6AD · Network Maintenance	600.00
			Laserjet printer for PCR Equipment	233F1AD · Computer Equip/Software	271.88
60360	10/07/2013		Remote labor 10/6-Website update (1hr)	856G6AD · Network Maintenance	120.00
TOTAL					3,105.01
13932	10/09/2013	County of San Mateo-County Counsel	Inv #93013008	1010a · Union Bank Clearing Account	(6,316.20)
9301300	09/30/2013		Board Meeting (5.1 Hrs)	856D1AD · Legal Services	1,009.80
			General Matter (4.1 Hrs)	856D1AD · Legal Services	811.80
			Fraud (5.4 Hrs)	856D1AD · Legal Services	1,069.20
			Grand Jury (17.3 Hrs)	856D1AD · Legal Services	3,425.40
TOTAL					6,316.20
13933	10/09/2013	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)
1961014	09/26/2013		2 Blk and 1 Color Copiers Rental Period 10/10/13-11/09/13	856G1AD · Postage & Copiers Equip Rental	603.86
TOTAL					603.86
13934	10/09/2013	Dept of Industrial Relations	Inv #E11320710A	1010a · Union Bank Clearing Account	(225.00)
E113207	10/02/2013		Elevator permit inspection fee 9/24/13	856G3AD · Elevator Maintence billed Qrly	225.00
TOTAL					225.00
13935	10/09/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,353.94)
CFS-072	09/30/2013		Gasoline 09/16/13-09/30/13	416A1OP · Gasoline/Oil/Materials	3,353.94
TOTAL					3,353.94
13936	10/09/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,555.57)
1005201	10/05/2013		Employee Contribution PPE 10/05/13	4111AD · Life and Annuity Plan	1,055.57
			District Contribution PPE 10/05/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					1,555.57
13937	10/09/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
1005201	10/05/2013		Voluntary Deduction PPE 10/05/13	4111AD · Life and Annuity Plan	200.00
TOTAL					200.00
13938	10/09/2013	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(3,590.00)

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7365-000	10/01/2013		Health Insurance Nov'13	412A1AD · Employee Health Plan	3,590.00
TOTAL					<u>3,590.00</u>
13939	10/09/2013	O'REILLY AUTO PARTS	Customer #1275593	1010a · Union Bank Clearing Account	(109.25)
2581266	09/28/2013		Shop auto repair supplies	428A5OP · Misc Maint costs	109.25
TOTAL					<u>109.25</u>
13940	10/09/2013	Office Depot	A/C #36568593	1010a · Union Bank Clearing Account	(213.03)
3879780	09/30/2013		Cleaning & Paper Supplies	156A1AD · Cleaning sup soaps paper towel	63.22
			Office Supplies	199A2AD · Misc Office Supplies	149.81
TOTAL					<u>213.03</u>
13941	10/09/2013	Ole's Carburetor & Electric Inc.	A/C #3055	1010a · Union Bank Clearing Account	(259.90)
3055Sep	09/30/2013		Auto motor oils and maintenance supply	416A1OP · Gasoline/Oil/Materials	259.90
TOTAL					<u>259.90</u>
13942	10/09/2013	Orchard Supply Hardware	5780-9700-1033-7102	1010a · Union Bank Clearing Account	(21.72)
5780970	09/23/2013		Paint strainer/net bags for CO2 Traps; PVC cement for trap assemblies	966E1LB · Disease Surveillance	21.72
TOTAL					<u>21.72</u>
13943	10/09/2013	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(2,013.54)
5584709	09/29/2013		Elec & Gas 08/29/13-09/27/13	631A1AD · Electric 1351 Rollins Rd	2,013.54
TOTAL					<u>2,013.54</u>
13944	10/09/2013	Pitney Bowes Inc	0076-7976-00-4	1010a · Union Bank Clearing Account	(149.00)
621123	10/01/2013		Postage machine maintenance 11/01/13-10/31/14	856G1AD · Postage & Copiers Equip Rental	86.00
621124	10/01/2013		Postage machine maintenance 11/01/13-10/31/14	856G1AD · Postage & Copiers Equip Rental	63.00
TOTAL					<u>149.00</u>
13945	10/09/2013	Portola Valley Feed	Inv #89701, 89702 & 89715	1010a · Union Bank Clearing Account	(112.80)
Inv#Sept	09/28/2013		Crumbles & picks for chicken coop	966C1LB · Sentinel chicken flocks/supplie	112.80
TOTAL					<u>112.80</u>
13946	10/09/2013	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
1131772	09/30/2013		Garbage Service Sept '13	472B1AD · Trash pickup 1351 Rollins Rd	301.05
					<u>301.05</u>

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TOTAL					301.05
13947	10/09/2013	San Mateo County Tax Collector	VOID CHECK:	1010a · Union Bank Clearing Account	-
TOTAL					-
13948	10/09/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(22,276.63)
1005201:	10/05/2013		Employee Contribution PPE 10/05/13	4111AD · Life and Annuity Plan	4,111.20
			Employer Contribution PPE 10/05/13	4321 · 4321 · County Retirement Plan	18,165.43
TOTAL					22,276.63
13949	10/09/2013	Tenergy	Inv #934061	1010a · Union Bank Clearing Account	(401.90)
934061	09/05/2013		Insect sampling traps	233E1LB · Collecting Supplies	401.90
TOTAL					401.90
13950	10/09/2013	Townsend & Styer Maintenance Co., LLC	Inv #10-13-203	1010a · Union Bank Clearing Account	(725.00)
10-13-20	10/01/2013		Janitorial Service Oct 2013	856J1AD · Janitorial Service	725.00
TOTAL					725.00
13951	10/09/2013	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(2,819.79)
0920201:	09/20/2013		District credit card payment	US Bank Credit Card	2,819.79
TOTAL					2,819.79
13952	10/09/2013	Veracom Ford	Cust No. 5119	1010a · Union Bank Clearing Account	(157.30)
20881	10/01/2013		Repair armrest on lab truck	428A5OP · Misc Maint costs	157.30
TOTAL					157.30
13953	10/09/2013	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(1,067.26)
9712276	09/26/2013		Monthly Access Charges 09/27-10/26/13	712A1AD · Verizon / AT&T	1,067.26
TOTAL					1,067.26
13954	10/09/2013	VWR INTERNATIONAL INC	Cust #80043606	1010a · Union Bank Clearing Account	(566.67)
8055367:	09/25/2013		Ward's Mini Centrifuge (Lab PCR)	171C6LB · Lab PCR Maint & Supplies	566.67
TOTAL					566.67
13955	10/09/2013	Waste Stream Solutons California	Inv #19700	1010a · Union Bank Clearing Account	(95.00)

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19700	10/03/2013		Bio-hazard pickup manifest #59186	171C4LB · Lab Bio Waste Disposal	95.00
TOTAL					95.00
13956	10/28/2013	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(90.45)
3436581	09/30/2013		Fuel Purchases Sept '13	416A10P · Gasoline/Oil/Materials	90.45
TOTAL					90.45
13957	10/28/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(190.70)
1244307	10/09/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.35
1244467	10/16/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.35
TOTAL					190.70
13958	10/28/2013	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(184.90)
5054202	10/09/2013		Drinking Water	199A3AD · Water Service	184.90
TOTAL					184.90
13959	10/28/2013	All American Inc		1010a · Union Bank Clearing Account	(800.00)
0000055	10/25/2013		Restitution appraisal fee for Dearman's property in Pacifica	856D1AD · Legal Services	400.00
0008733	10/25/2013		Restitution appraisal fee for Dearman's property in Menlo Park	856D1AD · Legal Services	400.00
TOTAL					800.00
13960	10/28/2013	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(208.80)
3-81007C	10/18/2013		Office Supply	199A2AD · Misc Office Supplies	69.95
			Misc Meeting Exp Supply	721D1AD · Misc Meeting Expenses	49.77
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	49.02
			Monthly Board Meeting Exp	721A3AD · Monthly Meeting/Committee Expe	40.06
TOTAL					208.80
13961	10/28/2013	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(443.79)
6503448	10/19/2013		650 344-8592 10/19/13-11/18/13	712A1AD · Verizon / AT&T	443.79
TOTAL					443.79
13962	10/28/2013	AT& T Long Distance	650-556-1384	1010a · Union Bank Clearing Account	(207.15)
6505561	10/13/2013		Barron Ave 10/13/13-11/12/13	712A1AD · Verizon / AT&T	207.15
TOTAL					207.15
13963	10/28/2013	Bay Alarm	A/C #2555226	1010a · Union Bank Clearing Account	(100.00)

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2555226	10/15/2013		890 Barron Ave Annual UL Certificate	856G2AD · Security & Fire Alarm Maintenanc	100.00
TOTAL					<u>100.00</u>
13964	10/28/2013	Blue Shield	H8V549	1010a · Union Bank Clearing Account	(20,949.00)
4313153	10/14/2013		Health Insurance Nov '13	412A1AD · Employee Health Plan	20,949.00
TOTAL					<u>20,949.00</u>
13965	10/28/2013	California Special Dist Assoc	Membership ID 253	1010a · Union Bank Clearing Account	(4,919.00)
CSDA20	10/25/2013		CSAD 2014 Membership Dues	331A2AD · CSDA-CA Special Districts Assoc	4,919.00
TOTAL					<u>4,919.00</u>
13966	10/28/2013	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(84.41)
9059698	10/22/2013		Water 09/24/13-10/21/13	635A3AD · CAL Water	84.41
TOTAL					<u>84.41</u>
13967	10/28/2013	City of Burlingame-Water		1010a · Union Bank Clearing Account	(1,854.55)
53-13334	10/24/2013		Water Bill 08/22/13-10/22/13 (High due to irrigation pipe leakage)	635A1AD · Water/Sewer 1351 Rollins Rd	1,572.51
53-31016	10/24/2013		Water Bill 08/22/13-10/22/13	635A1AD · Water/Sewer 1351 Rollins Rd	270.04
53-31017	10/24/2013		Fireline Water Bill 08/22/13-10/22/13	635A1AD · Water/Sewer 1351 Rollins Rd	12.00
TOTAL					<u>1,854.55</u>
13968	10/28/2013	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(210.70)
8155200	10/03/2013		High-Speed Internet 10/08/13-11/07/13	856J2AD · Comcast / Internet /GotoMyPC	210.70
TOTAL					<u>210.70</u>
13969	10/28/2013	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(80.75)
8155200	10/15/2013		High-Speed Internet 10/20/13-11/19/13 Barron Ave	856J2AD · Comcast / Internet /GotoMyPC	80.75
TOTAL					<u>80.75</u>
13970	10/28/2013	Compu-Data		1010a · Union Bank Clearing Account	(2,351.65)
60378	10/21/2013		Transfer-out to Capital Fund (Redwood City Security Camera)	Transfer Out	935.24
			Netgear Smart Switch 8 Ports for Server	233F1AD · Computer Equip/Software	216.41
			Onsite labor-Redwood City Bldg cameras installation (6hrs)	856G6AD · Network Maintenance	720.00
60379	10/22/2013		Remote labor-Website updates (4hrs)	856G6AD · Network Maintenance	480.00
TOTAL					<u>2,351.65</u>

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13971	10/28/2013	Dennco	Inv #23669	1010a · Union Bank Clearing Account	(594.00)
3669	10/21/2013		October 2013 inspection per service contract	856G7AD · HVAC Maintenance/Back Flow Tst	594.00
TOTAL					<u>594.00</u>
13972	10/28/2013	DMV Renewal		1010a · Union Bank Clearing Account	(72.00)
CF 1529I	10/24/2013		2007 KEAMA Runabout	966D1OP · Safety Misc / Regulation Compl	36.00
CF 2732I	10/24/2013		2007 KLAMA Runabout	966D1OP · Safety Misc / Regulation Compl	36.00
TOTAL					<u>72.00</u>
13973	10/28/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,102.96)
CFS-073	10/14/2013		Gasoline 10/01/13-10/15/13	416A1OP · Gasoline/Oil/Materials	3,102.96
TOTAL					<u>3,102.96</u>
13974	10/28/2013	Fred Pryor Seminars	Inv #031450151-13288; ID: 917146	1010a · Union Bank Clearing Account	(299.00)
0314501	10/15/2013		12 month training rewards renewal for Mary Leong	721C5AD · Admin Training	299.00
TOTAL					<u>299.00</u>
13975	10/28/2013	Glenn County MVCD	Inv #2013-14	1010a · Union Bank Clearing Account	(112.88)
2013-14	10/22/2013		Mosquito Fish	966A1OP · Mosq fish pond mtnce supplies	112.88
TOTAL					<u>112.88</u>
13976	10/28/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,555.57)
1019201	10/19/2013		Employee Contribution PPE 10/19/13	4111AD · Life and Annuity Plan	1,055.57
			District Contribution PPE 10/19/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					<u>1,555.57</u>
13977	10/28/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
1019201	10/19/2013		Voluntary Deduction PPE 10/19/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
13978	10/28/2013	Lampire Biological Lab	Inv #00273120	1010a · Union Bank Clearing Account	(198.50)
0027312I	10/07/2013		Chicken blood for mosquito feed	171C5LB · Lab Mosquito Blood Service	198.50
TOTAL					<u>198.50</u>
13979	10/28/2013	Mary Ann Liebert, Inc.	Cust #1001466; Inv #R4001466071	1010a · Union Bank Clearing Account	(737.00)

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R400146	10/16/2013		Subscription renewal (Vol 14 2014-12 Issues)	199G5AD · Vector Borne Publication	737.00
TOTAL					737.00
13980	10/28/2013	Mr. Stitch Upholstery Service	Inv #10727	1010a · Union Bank Clearing Account	(160.00)
10727	10/21/2013		Driver's seat repair-'09Ford Truck	428A5OP · Misc Maint costs	160.00
TOTAL					160.00
13981	10/28/2013	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(101.04)
3027931	10/18/2013		890 Barron Gas & Elec 9/18/13-10/16/13	631A2AD · Electric 890 Barron	101.04
TOTAL					101.04
13982	10/28/2013	Purchase Power	8000-9000-0074-1201	1010a · Union Bank Clearing Account	(319.99)
1766243	10/14/2013		Postage Meter Refill & Transaction Fee.	199A1AD · Postage	319.99
TOTAL					319.99
13983	10/28/2013	Robert Gay	Reimb Expense @ MVCAC Qtrly Meeting in Seaside CA	1010a · Union Bank Clearing Account	(141.81)
MVCAC1	10/25/2013		Reimb Expense @ MVCAC Qtrly Meeting in Seaside CA 10/23-10/25/13	721B9AD · MVCAC Quarterly Meeting	141.81
TOTAL					141.81
13984	10/28/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(21,079.93)
1019201	10/19/2013		Employee Contribution PPE 10/19/13	4111AD · Life and Annuity Plan	3,909.99
			Employer Contribution PPE 10/19/13	4321 · 4321 · County Retirement Plan	17,169.94
TOTAL					21,079.93
13985	10/28/2013	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(829.42)
1429790	10/21/2013		Long Term Disability Insurance Due 11/01/13	442AD · Standard Insurance Company	829.42
TOTAL					829.42
13986	10/28/2013	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(419.90)
1217334	10/21/2013		Vision Plan Nov 2013	4431 · 4431 · Vision Insurance Plan	419.90
TOTAL					419.90
13987	10/28/2013	Jennifer L. McDaniel	Jennifer McDaniel Manual Payroll Check Period: 10/20/13-10/31/13	1010a · Union Bank Clearing Account	(723.49)
JP10312	10/31/2013		Jennifer McDaniel Manual Payroll Check Period: 10/20/13-10/31/13	4161 · 4161 · Reg Part-Time Position	723.49
TOTAL					723.49

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13988	10/28/2013	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(604.78)
026936	10/25/2013		Employer Contributions for Oct 2013 Employee Contributions for Oct 2013	4621 · AFLAC Insurance 4111AD · Life and Annuity Plan	441.54 163.24
TOTAL					604.78
13989	10/28/2013	California Department of Public Health	San Mateo County MVCD-Exam for Diego Castro	1010a · Union Bank Clearing Account	(50.00)
Exam11-	10/28/2013		Certified technician exam fee for Diego Castro	721G1AD · Coastal Region Continu'g Edu Pr	50.00
TOTAL					50.00
13990	10/28/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(111.35)
1244634:	10/23/2013		Dry Ice Pellets	233E2LB · Dry Ice	111.35
TOTAL					111.35
13991	10/28/2013	Bay Area Reg'l Training Fund	San Mateo Ctyt MVCD	1010a · Union Bank Clearing Account	(1,160.00)
15-00041	10/29/2013		14 attendees to CEU seminar #15-00041 Dec 3, 2013 15 attendees to CEU seminar #15-00043 Dec 5, 2013	721G1AD · Coastal Region Continu'g Edu Pr 721G1AD · Coastal Region Continu'g Edu Pr	560.00 600.00
TOTAL					1,160.00
13992	10/28/2013	Entomological Soc of America	ESA ID#: 52561	1010a · Union Bank Clearing Account	(240.00)
52561-2C	10/28/2013		2014 Membership renewal & publications	331A3AD · Entomological Society of Amer	240.00
TOTAL					240.00
13993	10/28/2013	Mr. Stitch Upholstery Service	Inv #10730	1010a · Union Bank Clearing Account	(160.00)
10730	10/25/2013		Driver's seat repair-'07 Ford Truck	428A5OP · Misc Maint costs	160.00
TOTAL					160.00
CHECK TOTAL					145,859.21

NOTE:

Prior month's check numbers were 13810 to 13907. This month's checks are numbers 13908 to 13993.

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13994	11/07/2013	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,456.58)
7918-7257Dec13	11/01/2013		Dental Plan Dec '13	422A1AD · Employee Dental Insurance	2,456.58
TOTAL					2,456.58
13995	11/07/2013	Compu-Data		1010a · Union Bank Clearing Account	(1,134.38)
60391	10/28/2013		Onsite labor-Comcast internet issues-after hour (1hr)	856G6AD · Network Maintenance	120.00
60397	10/30/2013		Onsite labor-Repaired Redwood City internet and installed media box (2hrs)	856G6AD · Network Maintenance	294.38
60405	11/05/2013		Remote labor-Website updates for Aedes aegypti (6hrs)	966L1AD · Public Health Emergency	720.00
TOTAL					1,134.38
13996	11/07/2013	Grainger	809934680	1010a · Union Bank Clearing Account	(507.33)
70234001474	11/05/2013		Florescent lamps stock supply	428C3AD · Misc Facilit Equip Repairs	313.60
			Fish pail and lid	428A5OP · Misc Maint costs	44.46
			Safety/regulation requirement-recycling box/MSDS holders	966D1OP · Safety Misc / Regulation Compl	122.74
			9V batteries	472C1AD · Misc Maint repairs	26.53
TOTAL					507.33
13997	11/07/2013	Hotsy Pacific	Cust #SMCMOSQUITO	1010a · Union Bank Clearing Account	(70.85)
37061	11/06/2013		Detergents for Hotsy Machine	156B1OP · Detergents - Hotsy	70.85
TOTAL					70.85
13998	11/07/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(56.40)
124481375	10/30/2013		Dry Ice Pellets	233E2LB · Dry Ice	56.40
TOTAL					56.40
13999	11/07/2013	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(979.82)
110188600	10/31/2013		Inv #1101061215 10/02/13 Uniform Services	121A4OP · Uniform service & Logo patches	199.20
			Inv #1101065365 10/09/13 Uniform Services	121A4OP · Uniform service & Logo patches	198.35
			Inv #1101069581 10/16/13 Uniform Services	121A4OP · Uniform service & Logo patches	188.59
			Inv #1101073658 10/23/13 Uniform Services	121A4OP · Uniform service & Logo patches	205.09
			Inv #1101077932 10/30/13 Uniform Services	121A4OP · Uniform service & Logo patches	188.59
TOTAL					979.82
14000	11/07/2013	AXCIENT	Inv-32911	1010a · Union Bank Clearing Account	(129.00)
INV-32911	11/01/2013		Automated Backup & Storage Services Nov '13	856J3AD · Axcient	129.00
TOTAL					129.00
14001	11/07/2013	Bay Pointe Landscape	Landscape Maintenance Oct '13	1010a · Union Bank Clearing Account	(775.00)

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Num	Date	Name	Memo	Account	Original Amount
10312013	10/31/2013		Landscape Maintenance Oct '13	856G4AD · Pond/Landscape Service	775.00
TOTAL					<u>775.00</u>
14002	11/07/2013	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(1,041.73)
13232963	11/01/2013		#5 of 10-Color Copier Buyout (11/01-11/30/2013)	856G1AD · Postage & Copiers Equip Rental	416.67
13232962	11/01/2013		#5 of 10-Copiers & Fax Machine Buyout (11/01-11/30/2013)	856G1AD · Postage & Copiers Equip Rental	625.06
TOTAL					<u>1,041.73</u>
14003	11/07/2013	Cardno ENTRIX		1010a · Union Bank Clearing Account	(854.42)
94133	10/25/2013		SMCMVCD PEIR Consulting Services Thru 9/27/13	966F4LB · CEQA / PEIR	324.00
94131-7	10/25/2013		MVCAC PEIR Consulting Services 08/31/13-09/27/13	966F4LB · CEQA / PEIR	530.42
TOTAL					<u>854.42</u>
14004	11/07/2013	City of Redwood City		1010a · Union Bank Clearing Account	(140.18)
1084-C33902Oct13	10/26/2013		890 Barron Fire Water Service 09/26/13-10/26/13	635A2AD · Water/Sewer 890 Barron Ave	64.00
1084-B45939Oct13	10/26/2013		890 Barron Water Service 09/26/13-10/26/13	635A2AD · Water/Sewer 890 Barron Ave	76.18
TOTAL					<u>140.18</u>
14005	11/07/2013	CSPI/Nutrition Action Healthletter	San Mateo County Mosquito Abatement	1010a · Union Bank Clearing Account	(15.00)
5268-085-7	11/01/2013		One year subscription	199G3AD · Subscriptions	15.00
TOTAL					<u>15.00</u>
14006	11/07/2013	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)
19971237	10/26/2013		2 Blk and 1 Color Copiers Rental Period 11/10/13-12/09/13	856G1AD · Postage & Copiers Equip Rental	603.86
TOTAL					<u>603.86</u>
14007	11/07/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(3,681.92)
CFS-0737813	10/31/2013		Gasoline 10/16/13-10/31/13	416A1OP · Gasoline/Oil/Materials	3,681.92
TOTAL					<u>3,681.92</u>
14008	11/07/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,605.57)
11022013	11/02/2013		Employee Contribution PPE 11/02/13	4111AD · Life and Annuity Plan	1,105.57
			District Contribution PPE 11/02/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					<u>1,605.57</u>
14009	11/07/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
11022013	11/02/2013		Voluntary Deduction PPE 11/02/13	4111AD · Life and Annuity Plan	200.00

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Num	Date	Name	Memo	Account	Original Amount
TOTAL					200.00
14010	11/07/2013	James Barry	Inv #273749	1010a · Union Bank Clearing Account	(270.00)
273749	10/22/2013		Monthly maintenance of koi pond Replaced 2 koi fishes	856G4AD · Pond/Landscape Service 856G4AD · Pond/Landscape Service	120.00 150.00
TOTAL					270.00
14011	11/07/2013	O'REILLY AUTO PARTS	Customer #1275593	1010a · Union Bank Clearing Account	(256.59)
1275593Oct13	10/28/2013		Auto cleaners Belts for Jeeps	428A5OP · Misc Maint costs 428A5OP · Misc Maint costs	53.40 203.19
TOTAL					256.59
14012	11/07/2013	Ole's Carburetor & Electric Inc.	A/C #3055	1010a · Union Bank Clearing Account	(234.46)
3055Oct13	10/31/2013		Oil Filters Motor Oils Windshield Washer Fluids	428A2OP · Plugs/filters/batteries etc 416A1OP · Gasoline/Oil/Materials 428A5OP · Misc Maint costs	83.58 134.60 16.28
TOTAL					234.46
14013	11/07/2013	Orchard Supply Hardware	5780-9700-1033-7102	1010a · Union Bank Clearing Account	(71.84)
5780970010337102Oct13	10/24/2013		Material for AGO traps - Aedes aegypti Racks & brackets for truck storage & auto cleaning supply	966L1AD · Public Health Emergency 428A5OP · Misc Maint costs	8.71 63.13
TOTAL					71.84
14014	11/07/2013	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(1,909.54)
5584709654-6Oct13	10/29/2013		Elec & Gas 09/27/13-10/27/13	631A1AD · Electric 1351 Rollins Rd	1,909.54
TOTAL					1,909.54
14015	11/07/2013	Portola Valley Feed	Inv #89984 & 90235	1010a · Union Bank Clearing Account	(143.70)
10282013	10/28/2013		Crumbles for chicken coop	966C1LB · Sentinel chicken flocks/supplie	143.70
TOTAL					143.70
14016	11/07/2013	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
11717428	10/31/2013		Garbage Service Oct '13	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					301.05
14017	11/07/2013	San Mateo County Tax Collector		1010a · Union Bank Clearing Account	(2,337.00)
054-172-010 /2013-14	11/01/2013		Parcel number 054-172-010; 1st payment for 2013-2014 Parcel number 054-172-010; 2nd payment for 2013-2014	966J1AD · Special Assessment - RW City 966J1AD · Special Assessment - RW City	265.00 265.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
026-122-080 /2013-14	11/01/2013		Parcel number 026-122-080; 1st payment for 2013-14	966J2AD · Burlingame Storm Drain Fee	903.50
			Parcel number 026-122-080; 2nd payment for 2013-14	966J2AD · Burlingame Storm Drain Fee	903.50
TOTAL					2,337.00
14018	11/07/2013	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C800558-541	10/25/2013		Copier Maintenance Contract Base Billing 10/29-11/28/13	856G1AD · Postage & Copiers Equip Rental	138.65
TOTAL					138.65
14019	11/07/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(21,079.93)
11022013	11/02/2013		Employee Contribution PPE 11/02/13	4111AD · Life and Annuity Plan	3,909.99
			Employer Contribution PPE 11/02/13	4321 · 4321 · County Retirement Plan	17,169.94
TOTAL					21,079.93
14020	11/07/2013	Technical Safety Services, Inc.	Cust #14050	1010a · Union Bank Clearing Account	(325.00)
IN0125391	09/17/2013		Lab Equipment Annual Certification Fume Hood	856F1LB · Certification of Equipment Spr	325.00
TOTAL					325.00
14021	11/07/2013	Townsend & Styer Maintenance Co., LLC	Inv #11-13-208	1010a · Union Bank Clearing Account	(725.00)
11-13-208	11/01/2013		Janitorial Service Nov 2013	856J1AD · Janitorial Service	725.00
TOTAL					725.00
14022	11/07/2013	Charles P. Hansen	Retiree Health Care Premium Subsidy-Nov'13	1010a · Union Bank Clearing Account	(436.45)
CH11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov'13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
14023	11/07/2013	Dennis J Jewell	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(436.45)
DJ11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
14024	11/07/2013	James Bass	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(436.45)
JB11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					436.45
14025	11/07/2013	James Counts	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(691.31)
JC11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	691.31
TOTAL					691.31
14026	11/07/2013	Ray Ritts	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(436.45)

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
RR11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14027	11/07/2013	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(436.45)
RS11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14028	11/07/2013	Stanley Kamiya	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(536.87)
SK11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	536.87
TOTAL					<u>536.87</u>
14029	11/07/2013	Steven L Jensen	Retiree Health Care Premium Subsidy-Nov '13	1010a · Union Bank Clearing Account	(327.32)
SJ11012013	11/01/2013		Retiree Health Care Premium Subsidy-Nov '13	412A2AD · Retiree Health Reimbursement	327.32
TOTAL					<u>327.32</u>
14030	11/07/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(56.41)
124485288	10/31/2013		Dry Ice Pellets	233E2LB · Dry Ice	56.41
TOTAL					<u>56.41</u>
14031	11/07/2013	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(215.45)
8155200280283815Nv13	11/03/2013		High-Speed Internet 11/08/13-12/07/13	856J2AD · Comcast / Internet /GotoMyPC	215.45
TOTAL					<u>215.45</u>
14032	11/07/2013	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(3,590.00)
7365-0000Dec13	11/01/2013		Health Insurance Dec '13	412A1AD · Employee Health Plan	3,590.00
TOTAL					<u>3,590.00</u>
14033	11/07/2013	Office Depot	A/C #36568593	1010a · Union Bank Clearing Account	(367.92)
3950837	10/31/2013		Cleaning & Paper Supplies	156A1AD · Cleaning sup soaps paper towel	18.33
			Office Supplies	199A2AD · Misc Office Supplies	349.59
TOTAL					<u>367.92</u>
14034	11/07/2013	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(1,497.36)
9713972238	10/26/2013		Monthly Access Charges 10/27-11/26/13	712A1AD · Verizon / AT&T	966.42
			Phones & Accessories Charges	712A2AD · Phones/Batteries/Access	530.94
TOTAL					<u>1,497.36</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14035	11/07/2013	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(8,021.12)
10222013	10/22/2013		District credit card payment	US Bank Credit Card	8,021.12
TOTAL					<u>8,021.12</u>
14036	11/21/2013	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(172.56)
34671139	10/31/2013		Fuel Purchases Oct '13	416A1OP · Gasoline/Oil/Materials	172.56
TOTAL					<u>172.56</u>
14037	11/21/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(214.55)
124500574	11/06/2013		Dry Ice Pellets	233E2LB · Dry Ice	95.35
124521015	11/15/2013		Dry Ice Pellets	233E2LB · Dry Ice	119.20
TOTAL					<u>214.55</u>
14038	11/21/2013	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(89.64)
5054202-110613	11/06/2013		Drinking Water	199A3AD · Water Service	89.64
TOTAL					<u>89.64</u>
14039	11/21/2013	AT& T Long Distance	650-556-1384	1010a · Union Bank Clearing Account	(206.55)
6505561384Nov13	11/13/2013		Barron Ave 11/13/13-12/12/13	712A1AD · Verizon / AT&T	206.55
TOTAL					<u>206.55</u>
14040	11/21/2013	Blue Shield	H8V549	1010a · Union Bank Clearing Account	(20,949.00)
4313153Dec13	11/11/2013		Health Insurance Dec '13	412A1AD · Employee Health Plan	20,949.00
TOTAL					<u>20,949.00</u>
14041	11/21/2013	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(87.75)
8155200370079826Dc13	11/15/2013		High-Speed Internet 11/20/13-12/19/13 Barron Ave	856J2AD · Comcast / Internet /GotoMyPC	87.75
TOTAL					<u>87.75</u>
14042	11/21/2013	Compu-Data		1010a · Union Bank Clearing Account	(572.44)
60415	11/12/2013		Replace hard drive for Hector's HP notebook (3hrs)	856G6AD · Network Maintenance	452.44
60418	11/15/2013		Remote labor 11/14/13-Website update (1hr)	856G6AD · Network Maintenance	120.00
TOTAL					<u>572.44</u>
14043	11/21/2013	County of San Mateo-County Counsel	Inv #110113008	1010a · Union Bank Clearing Account	(3,739.80)
110113008	11/01/2013		Legal Services Thru 09/30/13	856D1AD · Legal Services	3,739.80
TOTAL					<u>3,739.80</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14044	11/21/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(1,313.48)
CFS-0744265	11/15/2013		Gasoline 11/01/13-11/15/13	416A1OP · Gasoline/Oil/Materials	1,313.48
TOTAL					<u>1,313.48</u>
14045	11/21/2013	HR Options	1011	1010a · Union Bank Clearing Account	(150.00)
123125	11/05/2013		HR services (1 Hr)	856L1AD · Human Resource Services	150.00
TOTAL					<u>150.00</u>
14046	11/21/2013	Lampire Biological Lab	Inv #00274796	1010a · Union Bank Clearing Account	(199.25)
00274796	11/04/2013		Chicken blood for mosquito feed	171C5LB · Lab Mosquito Blood Service	199.25
TOTAL					<u>199.25</u>
14047	11/21/2013	Portor Goltz, Attorney at Law		1010a · Union Bank Clearing Account	(798.75)
1029	09/26/2013		Legal Services Thru 09/30/13	856D1AD · Legal Services	708.75
1034	10/22/2013		Legal Services Thru 10/31/13	856D1AD · Legal Services	90.00
TOTAL					<u>798.75</u>
14048	11/21/2013	Purchase Power	8000-9000-0074-1201	1010a · Union Bank Clearing Account	(319.99)
17662438Nov13	11/14/2013		Postage Meter Refill & Transaction Fee.	199A1AD · Postage	319.99
TOTAL					<u>319.99</u>
14049	11/21/2013	San Mateo County Parks Department	Tick Collection-San Mateo County Mosquito & VCD	1010a · Union Bank Clearing Account	(75.00)
	11/20/2013		San Mateo County Park Permit Fee-Tick Collection	966B1LB · Research proj-Lyme, encephaliti	75.00
TOTAL					<u>75.00</u>
14050	11/21/2013	San Mateo Electric, Inc.	Inv #2484	1010a · Union Bank Clearing Account	(793.00)
2484	11/07/2013		Replace ballasts and wall switch for building	428C3AD · Misc Facilit Equip Repairs	793.00
TOTAL					<u>793.00</u>
14051	11/21/2013	SWRCB Fees	Inv #WD-0089845; Facility ID: 2 DHS112709	1010a · Union Bank Clearing Account	(1,940.00)
WD-0089845	10/30/2013		Coastal source reduction project permit fees	966F2LB · Source Reduction	1,940.00
TOTAL					<u>1,940.00</u>
14052	11/21/2013	SWRCB Fees	WD-0087157	1010a · Union Bank Clearing Account	(2,062.00)
WD-0087157	10/30/2013		Annual Permit Fees Period 7/1/13-6/30/14	966F1AD · NPDES	2,062.00
TOTAL					<u>2,062.00</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14053	11/21/2013	Weintraub Tobin	Client #155005	1010a · Union Bank Clearing Account	(164.60)
98273969	11/04/2013		Legal Services thru 10/31/13	856D1AD · Legal Services	164.60
TOTAL					<u>164.60</u>
14054	11/21/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,719.70)
11162013	11/16/2013		Employee Contribution PPE 11/16/13	4111AD · Life and Annuity Plan	1,219.70
			District Contribution PPE 11/16/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					<u>1,719.70</u>
14055	11/21/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
11162013	11/16/2013		Voluntary Deduction PPE 11/16/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14056	11/21/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(21,079.94)
11162013	11/16/2013		Employee Contribution PPE 11/16/13	4111AD · Life and Annuity Plan	3,909.99
			Employer Contribution PPE 11/16/13	4321 · 4321 · County Retirement Plan	17,169.95
TOTAL					<u>21,079.94</u>
14057	11/21/2013	Canon Solutions America, Inc.	1578170	1010a · Union Bank Clearing Account	(108.34)
4010813498	09/24/2013		Blk & Wht Copier Maintenance Model SHPIM3512	856G1AD · Postage & Copiers Equip Rental	57.51
4010832396	09/26/2013		Blk & Wht Copier Maintenance Model SHPIM3512	856G1AD · Postage & Copiers Equip Rental	50.83
TOTAL					<u>108.34</u>
CHECK TOTAL					<u><u>116,487.15</u></u>

NOTE:
 Prior month's check numbers were 13908 to 13993. This month's checks are numbers 13994 to 14057.

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

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
10/09/2013	1622	Compu-Data	Inv #60351	1010a · Union Bank Cleared Account	(3,637.69)
10/01/2013	60351		Security cameras	311A5AD · Servers/Key System PC	3,637.69
TOTAL					<u>3,637.69</u>
10/28/2013	1623	Compu-Data	Inv #60387	1010a · Union Bank Cleared Account	(625.23)
10/24/2013	60387		Redwood City Bldg Security Cameras Video Monitor	311A5AD · Servers/Key System PC	625.23
TOTAL					<u>625.23</u>
CHECK TOTAL					<u><u>4,262.92</u></u>

NOTE:

Prior month's check numbers were 1618 to 1621. This month's checks are numbers 1622 to 1623.

San Mateo County MVCD - Capital Project Fund

Check Detail

November 2013

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
11/07/2013	1624	Rose Scientific, Inc.	Inv #2726	1010a · Union Bank Cleared Account	(2,523.00)
09/30/2013	2726		Tabletop Centrifuge for Lab (Rose SMART-15)	311C1LB · Lab Equipment	2,523.00
TOTAL					<u>2,523.00</u>
11/19/2013	1625	James R. Griffin Inc.	Final Payment; Job #13-0024	1010a · Union Bank Cleared Account	(35,183.06)
11/18/2013	Final Payment		Garage Earthquake Retrofit-Job Contract (Final Paymt)	28A10AD · Earthquake Retrofit	35,183.06
TOTAL					<u>35,183.06</u>
CHECK TOTAL					<u><u>37,706.06</u></u>

NOTE:

Prior month's check numbers were 1622 to 1623. This month's checks are numbers 1624 to 1625.

12:10 PM

11/12/2013

Accrual Basis

**San Mateo County Mosquito & Vector Control
Transaction Detail by Account
October 2013 Statement**

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Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
Devina S Walker						
Credit Card Charge	09/25/2013	246921	Amazon.com	Waders for island & creek treatments	121A5OP · Rubber boots (knee/hip/waders)	104.50
Credit Card Charge	09/25/2013	241640	Kahn & Keville	Tires for '11 Ford Ranger	428A1OP · Tires/bal/align/etc	378.18
Credit Card Charge	09/30/2013	246921	Michaels	Hole puncher for door hangers (Aedes aegypti)	966L1AD · Public Health Emergency	8.40
Credit Card Charge	09/30/2013	244457	office depot #979	Tab labels for Finance Committee binders	199A2AD · Misc Office Supplies	57.66
				Card stock paper for door hangers (Aedes aegypti)	966L1AD · Public Health Emergency	15.25
Credit Card Charge	10/04/2013	244939	California Special Dist Assoc	2013 CSDA Leadership Academy Conference	721B8AD · Misc Conferences	600.00
Credit Card Charge	10/10/2013	246104	MARRIOTT	Hotel Reservation-CSDA Leadership Academy Conference	721D1AD · Misc Meeting Expenses	169.96
Credit Card Charge	10/15/2013	244310	KFC	Food for Sexual Harassment Prevention Training Day 1	721A3AD · Monthly Meeting/Committee Expe	55.55
Credit Card Charge	10/15/2013	244310	KFC	Food for Sexual Harassment Prevention Training Day 2	721A3AD · Monthly Meeting/Committee Expe	70.78
Credit Card Charge	10/18/2013	244921	Paypal	History Image-1894 SM County Marsh Map	199E1OP · Maps	56.91
Total Devina S Walker						1,517.19
Nayer Zahiri (Last remaining credit card purchase after card has been closed and deactivated)						
Credit Card Charge	09/25/2013	244450	Rainin Instrument LLC	Lab PCR Maint & Supplies	171C6LB · Lab PCR Maint & Supplies	741.20
Total Nayer Zahiri						741.20
Robert Gay						
Credit Card Charge	09/28/2013	249064	Hsw*hostway.com	Hosting Business-Standard 8/28-9/27/13	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	10/03/2013	244457	office depot #979	Office supplies	199A2AD · Misc Office Supplies	91.59
Credit Card Charge	10/04/2013	244457	office depot #979	Office supply-Approval stamp	199A2AD · Misc Office Supplies	10.89
Credit Card Charge	10/07/2013	243230	Hyundai Burlingame	Service on Hyundai Sonata	428A3OP · Garage service repairs	112.77
Credit Card Charge	10/08/2013	244939	CRAIGSLIST	Job posting-Mosq & Vec Control Tech (Gov'nt Section)	199I1AD · Classified Ads	75.00
Credit Card Charge	10/08/2013	241640	CRAIGSLIST	Job posting-Mosq & Vec Control Tech (Science/biotech)	199I1AD · Classified Ads	75.00
Credit Card Charge	10/09/2013	241640	Smartnfinal	Food & supply for board meeting	721A3AD · Monthly Meeting/Committee Expe	84.77
Credit Card Charge	10/09/2013	244309	Microsoft	Windows Intune 10/01/2013-10/31/2013	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	10/15/2013	247369	United Auto Collision	Auto collision repair-2013 Chevrolet Silverado Pickup	428A9OP · Accident Repairs	4,930.76
Credit Card Charge	10/17/2013	244309	Microsoft	Exchange Online Standard Service 10/2013	856J4AD · Microsoft Intune & Email Servic	96.00
Total Robert Gay						5,762.73
Total US Bank Credit Card						8,021.12

10:45 AM

12/06/2013

Accrual Basis

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

F-10 Nov

Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
Devina S Walker						
Credit Card Charge	10/21/2013	244921	Misc- AP	Mystic Chemical-Replacement head for bee pole	233D1OP · Field Equipment	70.00
Credit Card Charge	10/24/2013	241640	Safeway Store	Food for Ipad Committee Meeting	721A3AD · Monthly Meeting/Committee Expe	10.49
Credit Card Charge	10/28/2013	241640	Safeway Store	Food for Finance Committee Meeting	721A3AD · Monthly Meeting/Committee Expe	10.49
Credit Card Charge	10/29/2013	246921	Starbucks USA	Coffee for Aedes aegypti CERT DAY Nov 2nd	966L1AD · Public Health Emergency	117.90
Credit Card Charge	10/29/2013	241640	Subway	Sandwiches for Aedes aegypti CERT DAY Nov 2nd	966L1AD · Public Health Emergency	175.00
Credit Card Charge	11/02/2013	246921	Amazon.com	Logitech speaker system for Brian's computer	199A2AD · Misc Office Supplies	38.14
Credit Card Charge	11/04/2013	241640	Round Table Pizza	Pizza for Finance Committee Meeting	721A3AD · Monthly Meeting/Committee Expe	39.31
Credit Card Charge	11/06/2013	248016	Zorbas Pizza	Lunch for interviews for full-time tech	721D1AD · Misc Meeting Expenses	33.19
Credit Card Charge	11/07/2013	242753	Misc- AP	Hot Wok-Lunch for interviews for full-time tech	721D1AD · Misc Meeting Expenses	52.50
Credit Card Charge	11/07/2013	247078	BIOQUIP PRODUCTS INC	Supply for New Jersey Light Traps	966E1LB · Disease Surveillance	50.57
Credit Card Charge	11/13/2013	244939	Once upon a metro	Food for Monthly Board Meeting	721A3AD · Monthly Meeting/Committee Expe	147.20
Credit Card Charge	11/13/2013	241640	Safeway Store	Cookies & sodas for monthly board meeting	721A3AD · Monthly Meeting/Committee Expe	22.00
Credit Card Charge	11/14/2013	247678	Misc- AP	Ideal RV & Trailer-Trailer Jack	428A7OP · Trailer Repairs	152.54
Credit Card Charge	11/14/2013	247893	West marine	Maint supply for air boat	428A5OP · Misc Maint costs	99.15
Credit Card Charge	11/16/2013	246921	Amazon.com	Elected Official's Guide to Internal Controls & Fraud Prevention	721A4AD · Board Training/Workshops	79.20
Credit Card Charge	11/18/2013	248016	Zorbas Pizza	Pizza for Strategic Planning Meeting	721A3AD · Monthly Meeting/Committee Expe	49.21
Total Devina S Walker						1,146.89
Robert Gay						
Credit Card Charge	10/23/2013	240710	Misc- AP	Crabby Jim's-Meal @ MVCAC Qrtly Meeting in Seaside, CA	721B9AD · MVCAC Quarterly Meeting	34.74
Credit Card Charge	10/23/2013	243306	Misc- AP	Bayonet Restaur-Meal @ MVCAC Qrtly Meeting in Seaside, CA	721B9AD · MVCAC Quarterly Meeting	18.71
Credit Card Charge	10/24/2013	242316	Chili's Grill	Meal @ MVCAC Qrtly Meeting in Seaside, CA	721B9AD · MVCAC Quarterly Meeting	39.28
Credit Card Charge	10/25/2013	244310	Misc- AP	The Main Street Grill-Meal @ MVCAC Qrtly Meeting in Seaside, CA	721B9AD · MVCAC Quarterly Meeting	11.00
Credit Card Charge	10/25/2013	246921	Misc- AP	Chart HS. Montgomery-Meal @ MVCAC Qrtly Meeting in Seaside CA	721B9AD · MVCAC Quarterly Meeting	59.43
Credit Card Charge	10/26/2013	247554	Holiday Inns	Hotel @ MVCAC Qrtly Meeting in Seaside CA	721B9AD · MVCAC Quarterly Meeting	290.96
Credit Card Charge	10/28/2013	249064	Hsw*hostway.com	Hosting Business-Standard 9/28-10/27/13	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	10/29/2013	244356	JACK IN THE BOX	Meal @ MVCAC Qrtly Meeting in Seaside, CA	721B9AD · MVCAC Quarterly Meeting	7.71
Credit Card Charge	10/30/2013	246921	Jask Digital Print & Copy Solut	Aedes aegypti door hangers for CERT Day Nov. 2nd	966L1AD · Public Health Emergency	1,411.55
Credit Card Charge	10/30/2013	244921	CARLS JR	Meal @ MCVAC Special Board Meeting in Sacramento	721B9AD · MVCAC Quarterly Meeting	7.20
Credit Card Charge	10/31/2013	246104	Holiday Inns	Hotel @ MCVAC Special Board Meeting in Sacramento	721B9AD · MVCAC Quarterly Meeting	216.60
Credit Card Charge	10/31/2013	241640	Safeway Store	Staff appreciation luncheon	721D1AD · Misc Meeting Expenses	21.80
Credit Card Charge	11/08/2013	244309	Microsoft	Windows Intune 11/01/2013-11/30/2013	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	11/16/2013	244309	Microsoft	Exchange Online Standard Service 11/2013	856J4AD · Microsoft Intune & Email Servic	96.00
Total Robert Gay						2,500.93
Total US Bank Credit Card						3,647.82



F-10
Oct

P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 10-22-2013
AMOUNT DUE \$8,021.12
NEW BALANCE \$8,021.12
PAYMENT DUE ON RECEIPT

000002560 1 MB 0.405 106481322912487 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] 000802112 000802112

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]									
Company Total	\$2,819.79	\$8,021.12	\$0.00	\$0.00	\$0.00	\$0.00	\$2,819.79	\$8,021.12	

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
					\$2,819.79 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
10-21	10-21	7479826329400000001750	PAYMENT - THANK YOU 00000 C		2,819.79 PY

NEW ACTIVITY					
DEVINA S WALKER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$1,517.19	\$0.00	\$1,517.19
Post Date	Tran Date	Reference Number	Transaction Description		Amount
09-25	09-25	24692163268000801845666	AMAZON.COM AMZN.COM/BILL WA		104.50
09-27	09-25	24164073269200000045410	KAHN AND KEVIL00033431 SO SAN FRANC CA		378.18
10-01	09-30	24692163274000973889700	MICHAELS STORES 9516 SAN MATEO CA		8.40
10-02	09-30	24445743274100238798685	OFFICE DEPOT #979 MILLBRAE CA		72.91
10-07	10-04	24493983278286101200013	CALIFORNIA SPECIAL DISTR 916-442-7887 CA		600.00

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 10/22/13	DISPUTED AMOUNT .00	PREVIOUS BALANCE	2,819.79
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 8,021.12		PURCHASES & OTHER CHARGES	8,021.12
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
		PAYMENTS	2,819.79	
		ACCOUNT BALANCE	8,021.12	



Company Name: SMCMD
Corporate Account Number: [REDACTED]
Statement Date: 10-22-2013

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-11	10-10	24610433283004040033370	MARRIOTT NAPA VLY HTL&SPA NAPA VALLEY CA 9472 ARRIVAL: 10-09-13	169.96	
10-16	10-15	24431063289200931700376	KFC/AW #230 MILLBRAE CA	55.55	
10-17	10-16	24431063290200931800264	KFC/AW #230 MILLBRAE CA	70.78	
10-21	10-18	24492153292849582388087	PAYPAL *HISTORYIMAG 402-935-7733 OR	56.91	
NAYER ZAHIRI			CREDITS	PURCHASES	CASH ADV
[REDACTED]			\$0.00	\$741.20	\$0.00
TOTAL ACTIVITY					
\$741.20					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-26	09-25	24445003269600146644315	RAININ INSTRUMENT LLC 781-935-3050 CA	741.20	
ROBERT GAY			CREDITS	PURCHASES	CASH ADV
[REDACTED]			\$0.00	\$5,762.73	\$0.00
TOTAL ACTIVITY					
\$5,762.73					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-30	09-28	24906413271003439261427	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
10-07	10-03	24445743277100231169725	OFFICE DEPOT #979 MILLBRAE CA	91.59	
10-07	10-04	24445743278100191585901	OFFICE DEPOT 1135 800-463-3768 CA	10.89	
10-09	10-07	24323003281200067800029	HYUNDAI BURLINGAME BURLINGAME CA	112.77	
10-09	10-08	24493983281026800303709	CRAIGSLIST.ORG 415-566-6394 CA	75.00	
10-09	10-08	24493983281026800332492	CRAIGSLIST.ORG 415-566-6394 CA	75.00	
10-10	10-09	24164073282929110017926	SMARTNFINAL45311004538 SAN MATEO CA	84.77	
10-10	10-09	24430993283400812004782	MSFT *ONLINE BILL.MS.NET WA	264.00	
10-17	10-15	24736933289001004537497	UNITED AUTO COLLISION CEN BURLINGAME CA	4,930.76	
10-18	10-17	24430993291400810003182	MSFT *ONLINE BILL.MS.NET WA	96.00	

Department: 00000 Total: \$8,021.12
 Division: 00000 Total: \$8,021.12



P.O. BOX 6343
FARGO ND 58125-6343

F-10
Nov



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 11-22-2013
AMOUNT DUE \$3,647.82
NEW BALANCE \$3,647.82
PAYMENT DUE ON RECEIPT

000002585 1 MB 0.405 106481359887704 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] 000364782 000364782

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]	\$8,021.12	\$3,647.82	\$0.00	\$0.00	\$0.00	\$0.00	\$8,021.12		\$3,647.82
Company Total									

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
					\$8,021.12 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-19	11-16	7479826332300000002795	PAYMENT - THANK YOU 00000 C		8,021.12 PY

NEW ACTIVITY					
DEVINA S WALKER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$1,146.89	\$0.00	\$1,146.89
Post Date	Tran Date	Reference Number	Transaction Description		Amount
10-23	10-21	24492153295849917868792	MYSTIC CHEMICAL 216-251-4416 OH		70.00
10-28	10-24	24164073298221012812188	SAFEWAY STORE00006940 SAN MATEO CA		10.49
10-30	10-28	24164073302221013001504	SAFEWAY STORE 00015479 BURLINGAME CA		10.49
10-30	10-29	24692163302000886609357	STARBUCKS #05798 MENLO PA MENLO PARK CA		117.90
10-31	10-29	24164073303255218529405	SUBWAY 00498220 MENLO PARK CA		175.00
11-04	11-02	24692163306000154835334	AMAZON.COM AMZN.COM/BILL WA		38.14

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY	
800-344-5696	[REDACTED]	PREVIOUS BALANCE	8,021.12
		PURCHASES & OTHER CHARGES	3,647.82
	STATEMENT DATE	CASH ADVANCES	.00
	DISPUTED AMOUNT	CASH ADVANCE FEES	.00
	11/22/13	LATE PAYMENT CHARGES	.00
		CREDITS	.00
		PAYMENTS	8,021.12
		ACCOUNT BALANCE	3,647.82
SEND BILLING INQUIRIES TO:	AMOUNT DUE		
U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	3,647.82		



Company Name: SMCMD
Corporate Account Number: [REDACTED]
Statement Date: 11-22-2013

NEW ACTIVITY						
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
11-06	11-04	24164073309074240247249	ROUND TABLE 00010009 SAN MATEO CA	39.31		
11-07	11-06	24801633311286000000438	ZORBAS PIZZA MILLBRAE CA	33.19		
11-08	11-07	24275393312393000853241	HOT WOK BISTRO SAN MATEO CA	52.50		
11-11	11-07	24707803312980152470711	BIOQUIP PRODUCTS INC 310-667-8800 CA	50.57		
11-14	11-13	24493983318207298200121	ONCE UPON A METRO BURLINGAME CA	147.20		
11-15	11-13	24164073318221013530033	SAFEWAY STORE 00015479 BURLINGAME CA	22.00		
11-18	11-16	24692163320000005759941	AMAZON.COM AMZN.COM/BILL WA	79.20		
11-18	11-14	24767893319319314596504	IDEAL RV & TRAILER SUPPLY REDWOOD CITY CA	152.54		
11-18	11-14	24789303319319068037501	WEST MARINE 1263 SAN CARLOS CA	99.15		
11-19	11-18	24801633322286000000708	ZORBAS PIZZA MILLBRAE CA	49.21		
ROBERT GAY			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]			\$0.00	\$2,500.93	\$0.00	\$2,500.93
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
10-25	10-23	24071053297158139733092	CRABBY JIM'S MONTEREY CA	34.74		
10-28	10-24	24231683298206188000150	CHILI'S SEASIDE SEASIDE CA	39.28		
10-28	10-23	24330663298900011118070	BAYONET AND BLACK HORSE SEASIDE CA	18.71		
10-28	10-25	24431063298206403000343	THE MAIN STREET GRILL HALF MOON BAY CA	11.00		
10-28	10-25	24692163298000201359544	CHART HS. MONTEREY MONTEREY CA	59.43		
10-28	10-26	24755423299642992731422	HOLIDAY INNS SEASIDE CA	290.96		
			903275 ARRIVAL: 10-23-13			
10-29	10-28	24906413301003944085984	HSW*HOSTWAY.COM 866-4678929 IL	21.95		
10-30	10-29	24435653303091480002041	JACK IN THE BOX #3454 DIXON CA	7.71		
10-31	10-30	24692163303000193205575	SQ *JASK DIGITAL PRINT AN BURLINGAME CA	1,411.55		
11-01	10-30	24492153304286699900833	CARL'S JR #7533 Q44 DIXON CA	7.20		
11-01	10-31	24610433304072002560420	HOLIDAY INN EXPRESS HTL SACRAMENTO CA	216.60		
			1031000079944 ARRIVAL: 10-30-13			
11-04	10-31	24164073305221013110468	SAFEWAY STORE00009514 ALAMEDA CA	21.80		
11-11	11-08	24430993313400810008417	MSFT *ONLINE BILL.MS.NET WA	264.00		
11-18	11-16	24430993321400815034665	MSFT *ONLINE BILL.MS.NET WA	96.00		

Department: 00000 Total: \$3,647.82
 Division: 00000 Total: \$3,647.82

Agenda Item # 10.B

FINANCIAL REPORT

SUBJECT: Mid-Year Review of the District Budget for FY 2013-14

BACKGROUND AND STATUS:

RECOMMENDATION:

Approve Mid-Year Review of the District Budget for Fiscal Year 2013-14.

REFERENCE MATERIALS ATTACHED:

A. Financial Documents for Fiscal Year 2013-14

San Mateo County Mosquito and Vector Control
Profit and Loss Mid-Year Review
General Fund
as of December 31, 2013

Expense	FY12/13 ACTUALS								FISCAL YEAR 2013/2014					Original Approved Budget			MID Year Forecast		
									ACTUALS	FORECAST									
	Q1 FY12/13	Q2 FY12/13	Q3 FY12/13	Q4 FY12/13	Total FY12/13	Budget	Under / (Over) \$ Budget	% of Budget	Q1 FY13/14	Q2 FY13/14	Q3 FY13/14	Q4 FY13/14	Total FY13/14	Budget	Under / (Over) \$ Budget	% of Budget	FORECAST	Change from Original Budget	
Expense																			
4111 · 4111 · Reg Full-time Position	-	-	-	-	-	-	-	-	-	-	-	(0)	-	-	-	-	(0)	-	
4111AD · Life and Annuity Plan	123	5,814	(5,814)	(111)	11			34	(35)	-	-								
4111 · 4111 · Reg Full-time Position - Other	284,018	288,606	350,278	357,943	1,280,844	1,325,000	44,156	96.67%	341,383	344,152	402,245	354,899	1,442,679	1,515,000	72,321	95.23%	1,515,000	-	
Total 4111 · 4111 · Reg Full-time Position	284,141	294,420	344,464	357,831	1,280,856	1,325,000	44,144	96.67%	341,417	344,117	402,245	354,899	1,442,679	1,515,000	72,321	95.23%	1,515,000	(0)	
4161 · 4161 · Reg Part-Time Position	69,604	39,230	9,379	24,611	142,823	151,000	8,177	94.59%	63,090	27,559	9,440	42,240	142,329	129,000	(13,329)	110.33%	145,000	16,000	
4311 · Social Security	4,644	2,755	941	1,861	10,200	11,000	800	92.73%	4,209	2,030	994	3,028	10,261	10,000	(261)	102.61%	11,000	1,000	
4321 · 4321 · County Retirement Plan	83,896	100,202	86,826	107,127	378,050	395,000	16,950	95.71%	107,896	124,191	129,588	111,076	472,750	478,000	5,250	98.9%	478,000	-	
4412 · 4412 · Health Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
412A1AD · Employee Health Plan	58,711	55,171	73,629	73,097	260,608	265,000	4,392	98.34%	69,922	76,028	81,420	82,560	309,930	318,000	8,070	97.46%	318,000	-	
412A2AD · Retiree Health Reimbursement	10,940	10,940	11,213	11,213	44,306	44,635	329	99.26%	11,213	11,213	11,494	11,494	45,414	46,000	586	98.73%	46,000	-	
412A3AD · Retiree Prescrip Drug Reimburs	226	642	99	795	1,761	5,000	3,239	35.22%	242	1,165	1,050	1,050	3,506	5,000	1,494	70.13%	5,000	-	
4412 · 4412 · Health Insurance - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%	-	-
Total 4412 · 4412 · Health Insurance	69,877	66,752	84,941	85,105	306,675	314,635	7,960	97.47%	81,377	88,406	93,964	95,104	358,851	369,000	10,149	97.25%	369,000	-	
4414 · 4414 · Great-West Deferred Comp	2,500	3,500	2,500	3,500	12,000	13,000	1,000	92.31%	3,000	3,500	3,500	3,000	13,000	13,000	-	100.0%	13,000	-	
4415 · 4415 · Medicare Insurance	5,208	4,888	5,303	5,630	21,029	24,000	2,971	87.62%	5,938	5,478	6,065	5,854	23,335	24,000	665	97.23%	24,000	-	
4422 · 4422 · Dental Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
422A1AD · Employee Dental Insurance	6,826	6,670	6,670	7,533	27,698	34,000	6,302	81.46%	11,299	5,207	8,250	8,250	33,006	36,000	2,994	91.68%	36,000	-	
422A2AD · Employee Dental Reimburseme	600	-	250	2,030	2,880	2,000	(880)	144.0%	604	1,200	1,800	1,800	5,404	2,000	(3,404)	270.22%	5,500	3,500	
4422 · 4422 · Dental Insurance - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%	-	-
Total 4422 · 4422 · Dental Insurance	7,426	6,670	6,920	9,563	30,578	36,000	5,422	84.94%	11,904	6,407	10,050	10,050	38,410	38,000	(410)	101.08%	41,500	3,500	
4431 · 4431 · Vision Insurance Plan	1,008	1,071	1,125	1,165	4,368	4,700	332	92.94%	1,315	1,280	1,320	1,320	5,234	5,300	66	98.76%	5,300	-	
4440 · 4440 Employee Commute Benefit	638	1,295	970	1,265	4,167	5,000	833	83.35%	1,188	1,202	1,800	1,800	5,990	5,500	(490)	108.91%	6,000	500	
4442 · 4442 · Long Term Disability	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
442AD · Standard Insurance Company	2,075	2,107	2,107	2,385	8,674	10,000	1,326	86.74%	2,580	2,529	2,610	2,610	10,329	11,300	971	91.41%	11,300	-	
4442 · 4442 · Long Term Disability - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 4442 · 4442 · Long Term Disability	2,075	2,107	2,107	2,385	8,674	10,000	1,326	86.74%	2,580	2,529	2,610	2,610	10,329	11,300	971	91.41%	11,300	-	
4451 · 4451 · Unemployment Insurance	3,565	1,279	8,319	1,569	14,732	18,000	3,268	81.84%	3,516	683	9,240	2,641	16,081	18,000	1,919	89.34%	18,000	-	
4621 · AFLAC Insurance	1,350	1,154	1,527	1,331	5,361	6,200	839	86.48%	1,577	1,355	1,599	1,495	6,026	6,500	474	92.71%	6,500	-	
5111 · 5111 · Pesticides	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
111A1OP · Altosid, BVA, Larvacides	125,569	-	3,166	61,845	190,580	250,000	59,420	76.23%	63,456	11,130	13,000	85,000	172,586	250,000	77,414	69.04%	200,000	(50,000)	
5111 · 5111 · Agricultural - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 5111 · 5111 · Agricultural	125,569	-	3,166	61,845	190,580	250,000	59,420	76.23%	63,456	11,130	13,000	85,000	172,586	250,000	77,414	69.04%	200,000	(50,000)	
5121 · Clothing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
121A1LB · Lab Coats	-	-	-	122	122	300	178	40.77%	-	-	300	-	300	300	-	100.0%	300	-	
121A1OP · Coveralls/gloves (regular/disp)	1,018	39	94	887	2,037	2,060	23	98.9%	763	24	300	912	1,999	2,000	1	99.97%	2,000	-	
121A2AD · Field jackets/Polo Shirts Adm	-	1,826	-	-	1,826	2,000	174	91.31%	-	-	2,000	-	2,000	2,000	0	100.0%	2,000	-	
121A3OP · Rain gear	-	-	260	-	260	500	240	52.06%	-	40	400	-	440	500	60	88.0%	500	-	
121A4OP · Uniform service & Logo patche	3,418	2,772	2,295	3,225	11,710	13,000	1,290	90.07%	4,516	2,281	2,796	3,349	12,942	13,000	58	99.56%	13,500	500	
121A5OP · Rubber boots (knee/hip/waders	1,980	-	92	96	2,168	3,000	832	72.27%	1,023	-	1,000	300	2,323	3,000	677	77.43%	3,000	-	
121A6OP · Work boots	450	300	299	700	1,749	2,000	251	87.47%	611	-	910	1,645	3,166	2,000	(1,166)	158.3%	3,200	1,200	
121A7OP · Bee Gear	150	85	388	-	623	550	(73)	113.23%	28	-	300	-	328	400	72	82.0%	400	-	
121A8OP · Badges	-	-	-	438	438	500	62	87.64%	-	-	450	-	450	500	50	90.0%	500	-	
5121 · Clothing - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 5121 · Clothing	7,016	5,022	3,428	5,469	20,934	23,910	2,976	87.55%	6,941	2,346	8,456	6,206	23,949	23,700	(249)	101.05%	25,400	1,700	
5156 · Household	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
156A1AD · Cleaning sup soaps paper towel	1,133	654	584	376	2,747	2,830	83	97.07%	443	374	450	450	1,717	2,800	1,083	61.31%	2,800	-	
156B1OP · Detergents - Hotsy	-	639	-	-	639	1,150	511	55.54%	-	715	-	650	1,365	1,400	35	97.53%	1,400	-	
5156 · Household - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 5156 · Household	1,133	1,293	584	376	3,386	3,980	594	85.07%	443	1,089	450	1,100	3,082	4,200	1,118	73.38%	4,200	-	
5171 · Medical/Laboratory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
171A1OP · Bee Sting Kits / Epi Pens	84	-	-	35	119	1,000	881	11.9%	-	-	300	-	300	2,300	2,000	13.04%	300	(2,000)	
171B1OP · First aid creams/lotions etc	490	-	-	86	577	790	213	73.0%	88	-	200	700	988	1,000	12	98.8%	1,000	-	
171C1LB · Lab Sup Animal Husbandry	39	-	-	14	54	500	446	10.72%	252	-	200	45	497	500	3	99.48%	500	-	
171C2LB · Lab Sup Insect Curation	-	-	-	-	-	300	300	0.0%	-	-	-	300	300	300	-	100.0%	300	-	
171C3LB · Lab Misc Supplies	49	242	651	306	1,249	600	(649)	208.12%	1,372	23	600	500	2,495	1,000	(1,495)	249.47%	2,500	1,500	
171C4LB · Lab Bio Waste Disposal	-	291	330	285	906	600	(306)	151.01%	285	285	285	285	1,140	1,500	360	76.03%	1,500	-	
171C5LB · Lab Mosquito Blood Service	-	-	354	565	918	400	(518)	229.5%	579	598	800	1,000	2,976	2,200	(776)	135.28%	3,000	800	
171C6LB · Lab PCR Maint & Supplies	-	-	-	-	-	-	-	0.0%	-	-	-	-	19,971	10,000	(9,971)	199.71%	20,000	10,000	
171D1OP · Respirators	51	-	247	536	834	1,000	166	83.36%	-	-	-	-	-	-	-	0.0%	-	-	
5171 · Medical/Laboratory - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 5171 · Medical/Laboratory	714	533	1,582	1,827	4,656	5,190	534	89.71%	13,423	2,530	6,885	5,830	28,668	18,800	(9,868)	152.49%	29,100	10,300	
5199 · Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
199A1AD · Postage / Overnight	548	661	320	662	2,190	2,000	(190)	109.52%	640	640	420	690	2,390	2,200	(190)	108.64%	2,400	200	
199A2AD · Misc Office Supplies	2,120	3,269	1,149	1,195	7,733	7,620	(113)	101.48%	1,426	774	1,900	1,150	5,250	7,600	2,350	69.08%	7,600	-	
199A3AD · Water Service	321	248	286	356	1,210	1,200	(10)	100.87%	410	375	305	370	1,459	1,200	(259)	121.59%	1,500	300	

**San Mateo County Mosquito and Vector Control
Profit and Loss Mid-Year Review
General Fund
as of December 31, 2013**

	FY12/13 ACTUALS								FISCAL YEAR 2013/2014					Original Approved Budget			MID Year Forecast		
	Q1 FY12/13	Q2 FY12/13	Q3 FY12/13	Q4 FY12/13	Total FY12/13	Budget	Under / (Over) \$ Budget	% of Budget	ACTUALS		FORECAST			Budget	Under / (Over) \$ Budget	% of Budget	FORECAST	Change from Original Budget	
									Q1 FY13/14	Q2 FY13/14	Q3 FY13/14	Q4 FY13/14	Total FY13/14						
199A4AD · Kitchen Supplies	-	11	65	76	152	300	148	50.74%	-	-	-	300	300	-	100.0%	300	-		
199B1AD · Service Request/Clct	-	-	-	-	-	500	500	0.0%	-	-	-	-	-	-	0.0%	-	-		
199B2AD · Checks	-	-	484	-	484	500	16	96.78%	-	-	500	-	500	-	100.0%	500	-		
199C1AD · Outside Printing	534	-	-	-	534	1,000	466	53.38%	-	-	500	500	1,000	-	100.0%	1,000	-		
199D1LB · Educ Materials/Fairs	233	2	758	122	1,114	1,000	(114)	111.44%	-	-	500	500	1,000	-	100.0%	1,000	-		
199D2LB · Presentations/Displays	-	274	222	18	514	1,000	486	51.37%	-	-	1,000	-	1,000	-	100.0%	1,000	-		
199D3AD · Promotional Items	-	-	-	907	907	1,000	93	90.69%	-	-	-	1,000	1,000	-	100.0%	1,000	-		
199E1OP · Maps	-	-	-	-	-	1,000	1,000	0.0%	-	57	700	-	757	500	(257)	151.38%	800	14	300
199F1LB · Technical Books Lab	-	40	-	-	40	1,000	960	4.0%	165	-	400	200	765	1,000	235	76.51%	1,000	-	
199G3AD · Subscriptions	-	15	-	-	15	200	185	7.5%	-	15	100	25	140	200	60	70.0%	200	-	
199G4AD · Web Site Hosting Fee	66	44	88	66	263	300	37	87.8%	66	66	66	66	263	300	37	87.8%	300	-	
199G5AD · Vector Borne	-	702	-	-	702	702	-	100.0%	-	737	-	-	737	800	63	92.13%	800	-	
199I1AD · Classified Ads	150	241	-	313	704	1,500	796	46.95%	-	219	300	300	819	1,500	681	54.59%	1,500	-	
5199 · Office - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5199 · Office	3,972	5,506	3,372	3,713	16,563	20,822	4,259	79.55%	2,707	2,882	6,691	5,101	17,380	20,100	2,720	86.47%	20,900	800	
5233 · Special Tools/Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
233A1OP · Shop/Maintenance tools	217	-	134	251	602	1,000	398	60.19%	-	-	-	300	784	1,000	216	78.4%	1,000	-	
233C1LB · Research/mosquito laboratory	214	2,197	2,625	-	5,036	4,000	(1,036)	125.9%	2,430	-	2,250	-	4,680	5,000	320	93.61%	5,000	-	
233D1OP · Field Equipment	993	123	205	1,303	2,624	1,675	(949)	156.66%	339	70	700	600	1,709	2,000	291	85.43%	2,000	-	
233E1LB · Collecting Supplies	-	365	-	-	365	1,000	635	36.5%	840	-	160	-	1,000	1,000	0	99.97%	1,000	-	
233E2LB · Dry Ice	761	492	324	1,119	2,696	2,900	204	92.97%	1,383	925	1,300	2,700	6,308	3,000	(3,308)	210.26%	6,500	15	3,500
233F1AD · Computer Equip/Software	-	541	-	1,158	1,699	3,100	1,401	54.8%	2,219	1,521	1,000	200	4,941	3,100	(1,841)	159.38%	5,000	16	1,900
233G1AD · Audio/Visual	-	-	-	-	-	500	500	0.0%	-	-	250	-	250	500	250	50.0%	500	-	
233H1LB · Rodent Bait Stations	169	12	-	-	181	5,000	4,819	3.62%	-	-	-	500	500	500	-	100.0%	500	-	
5233 · Special Tools/Equipment - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5233 · Special Tools/Equipment	2,355	3,730	3,288	3,830	13,203	19,175	5,972	68.86%	7,445	2,516	5,910	4,300	20,171	16,100	(4,071)	125.29%	21,500	5,400	
5331 · Memberships (Association dues)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31A11AD · LAFCO	-	2,038	-	-	2,038	2,500	462	81.52%	-	2,605	-	-	2,605	2,500	(105)	104.2%	2,605	17	105
331A1AD · MVCC contractual dues	8,000	-	-	-	8,000	8,000	-	100.0%	8,000	-	-	-	8,000	8,000	-	100.0%	8,000	-	
331A2AD · CSDA-CA Special Districts Assn	-	4,576	-	-	4,576	4,576	-	100.0%	-	4,919	-	-	4,919	5,000	81	98.38%	5,000	-	
331A3AD · Entomological Society of Amer	-	237	-	-	237	237	-	100.0%	-	240	-	-	240	250	10	96.0%	250	-	
331A4AD · AMCA	-	-	-	1,880	1,880	2,600	720	72.32%	-	-	-	2,000	2,000	2,600	600	76.92%	2,600	-	
331A5AD · SOVE	-	-	200	-	200	200	-	100.0%	-	-	200	-	200	200	-	100.0%	200	-	
331A6AD · CSDA San Mateo Chapter	-	-	-	-	-	100	100	0.0%	-	100	100	-	100	100	-	100.0%	100	-	
331A7AD · Pacific Coast Ento Society	-	-	-	-	-	75	75	0.0%	-	-	75	-	75	75	-	100.0%	75	-	
331A9AD · Misc Fees	-	-	110	-	110	100	(10)	110.0%	-	-	100	-	100	120	20	83.33%	120	-	
5331 · Memberships (Association dues) - C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5331 · Memberships (Association dues)	8,000	6,851	310	1,880	17,041	18,388	1,347	92.68%	8,000	7,764	475	2,000	18,239	18,845	606	96.78%	18,950	105	
5416 · Gasoline/Oil/Grease	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
416A1OP · Gasoline/Oil/Materials	20,955	11,097	8,765	13,168	53,986	67,000	13,014	80.58%	22,142	10,845	10,100	16,100	59,187	67,000	7,813	88.34%	67,000	-	
5416 · Gasoline/Oil/Grease - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5416 · Gasoline/Oil/Grease	20,955	11,097	8,765	13,168	53,986	67,000	13,014	80.58%	22,142	10,845	10,100	16,100	59,187	67,000	7,813	88.34%	67,000	-	
5428 · Misc Repairs-Mtce Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
428A1OP · Tires/bal/align/etc	1,812	1,621	459	1,573	5,465	7,550	2,085	72.38%	737	500	1,900	2,300	5,437	7,500	2,063	72.5%	6,000	18	(1,500)
428A2OP · Plugs/filters/batteries etc	2,016	242	218	116	2,592	4,010	1,418	64.63%	84	84	2,000	750	2,917	4,000	1,083	72.93%	3,000	19	(1,000)
428A3OP · Garage service repairs	640	1,287	1,590	1,927	5,444	5,000	(444)	108.87%	1,409	513	1,200	1,200	4,321	5,000	679	86.43%	5,000	-	
428A4OP · Smog compliance	-	-	-	-	-	500	500	0.0%	-	-	250	250	500	500	-	100.0%	500	-	
428A5OP · Misc Maint costs	1,179	1,096	91	1,134	3,501	7,000	3,499	50.01%	751	1,148	600	1,300	3,798	7,000	3,202	54.26%	7,000	-	
428A6OP · Argo Repairs	-	-	-	-	-	2,500	2,500	0.0%	-	-	500	500	1,000	1,500	500	66.67%	1,500	-	
428A7OP · Trailer Repairs	97	-	200	129	426	500	74	85.2%	-	153	200	125	478	500	22	95.51%	500	-	
428A8OP · Boat Repairs	2,278	5,478	-	-	7,756	10,030	2,274	77.33%	-	72	600	1,400	2,072	5,000	2,928	41.44%	5,000	-	
428A9OP · Accident Repairs	-	8	-	-	8	5,000	4,992	0.17%	34	500	500	1,000	2,034	5,000	2,966	40.69%	5,000	-	
428B1OP · Hand Sprayers / Parts	447	520	113	-	1,079	2,000	921	53.95%	-	-	250	250	500	2,000	1,500	25.0%	500	20	(1,500)
428B2OP · Power sprayers/motor parts	1,039	-	-	649	1,687	2,050	363	82.31%	-	122	400	800	1,322	2,000	678	66.12%	2,000	-	
428B3OP · Equipment repairs/parts	210	-	37	30	278	2,000	1,722	13.89%	61	-	500	500	561	2,000	1,439	28.04%	1,000	21	(1,000)
428C1LB · Lab Equip Repair	-	147	-	-	147	2,000	1,853	7.33%	-	-	500	500	1,000	2,000	1,000	50.0%	2,000	-	
428C2AD · Office Equip repair/patrs/supp	-	-	-	-	-	1,000	1,000	0.0%	-	-	400	400	400	1,000	600	40.0%	1,000	-	
428C3AD · Misc Facilit Equip Repairs	759	2,781	1,730	-	5,270	5,000	(270)	105.4%	2,123	1,107	500	1,000	4,729	5,000	271	94.59%	5,000	-	
5428 · Misc Repairs-Mtce Equipment - Oth	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5428 · Misc Repairs-Mtce Equipment	10,477	13,179	4,438	5,557	33,651	56,140	22,489	59.94%	5,198	4,198	9,400	12,275	31,071	50,000	18,929	62.14%	45,000	(5,000)	
5472 · 5472 · General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
472A1OP · Paints/brushes/solvents etc	-	51	130	-	181	500	319	36.15%	-	-	250	-	250	500	250	50.0%	500	-	
472A2OP · Lumber/shelving/glass etc	-	-	-	-	-	500	500	0.0%	33	-	150	250	433	500	67	86.6%	500	-	
472A3OP · Oxygen Cylinder Refills	-	-	-	-	-	300	300	0.0%	-	-	150	150	300	300	-	100.0%	300	-	
472B1AD · Trash pickup 1351 Rollins Rd	1,019	1,466	965	903	4,353	3,990	(363)	109.09%	978	903	903	903	3,688	4,000	312	92.19%	4,000	-	
472C1AD · Misc Maint repairs	261	841	243	1,059	2,404	3,000	596	80.13%	(97)	27	700	1,100	1,730	3,000	1,270	57.65%	3,000	-	
472D1OP · District Locks/Keys	322	-	-	-	322	1,000	678	32.23%	-	-	100	250	350	1,000	650	35.0%	1,000	-	
5472 · 5472 · General Maintenance - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5472 · 5472 · General Maintenance	1,602	2,358	1,337	1,962	7,260	9,290	2,030	78.14%	914	930	2,253	2,653	6,750	9,300	2,550	72.58%	9,300	-	
5631 · Electricity/Gas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

San Mateo County Mosquito and Vector Control Profit and Loss Mid-Year Review General Fund as of December 31, 2013

	FY12/13 ACTUALS								FISCAL YEAR 2013/2014					Original Approved Budget				MID Year Forecast	
	Q1 FY12/13	Q2 FY12/13	Q3 FY12/13	Q4 FY12/13	Total FY12/13	Budget	Under / (Over) \$ Budget	% of Budget	ACTUALS		FORECAST			Budget	Under / (Over) \$ Budget	% of Budget	FORECAST	Change from Original Budget	
									Q1 FY13/14	Q2 FY13/14	Q3 FY13/14	Q4 FY13/14	Total FY13/14						
631A1AD · Electric 1351 Rollins Rd	648	2,144	4,119	4,493	11,404	12,370	966	92.19%	5,977	5,179	4,500	4,800	20,455	20,000	(455)	102.28%	22,000	2,000	
631A2AD · Electric 890 Barron	204	193	167	177	742	900	158	82.41%	296	422	374	399	1,491	900	(591)	165.68%	1,500	600	
5631 · Electricity/Gas - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5631 · Electricity/Gas	852	2,337	4,286	4,671	12,145	13,270	1,125	91.53%	6,273	5,601	4,874	5,199	21,947	20,900	(1,047)	105.01%	23,500	2,600	
5635 · 5635 · Water/Sewer Disposal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
635A1AD · Water/Sewer 1351 Rollins Rd	831	1,393	598	1,335	4,156	5,520	1,364	75.29%	1,344	2,345	650	1,350	5,690	5,500	(190)	103.45%	5,800	300	
635A2AD · Water/Sewer 890 Barron Ave	416	416	425	416	1,674	2,520	846	66.44%	434	433	450	450	1,767	2,500	733	70.67%	2,500	-	
635A3AD · CAL Water	316	241	207	268	1,032	1,750	718	58.97%	368	352	336	336	1,391	1,700	309	81.85%	1,700	-	
5635 · 5635 · Water/Sewer Disposal - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5635 · 5635 · Water/Sewer Disposal	1,564	2,050	1,230	2,019	6,863	9,790	2,927	70.1%	2,146	3,130	1,436	2,136	8,848	9,700	852	91.21%	10,000	300	
5721 · Meeting/Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21B10AD · AMCA DC Conference	-	-	676	1,879	2,555	5,000	2,445	51.1%	-	-	-	3,500	3,500	5,000	1,500	70.0%	4,000	(1,000)	
721A1AD · Monthly Trustee expenses	5,300	5,200	5,800	5,400	21,700	22,000	300	98.64%	4,800	5,900	6,600	6,600	23,900	22,000	(1,900)	108.64%	24,000	2,000	
721A2AD · Legal Ads	-	-	-	-	-	1,000	1,000	0.0%	-	50	150	150	350	1,000	650	35.0%	500	(500)	
721A3AD · Monthly Meeting/Committee Ex	1,269	983	1,609	905	4,765	4,760	(5)	100.11%	962	454	1,675	1,250	4,341	5,000	659	86.81%	5,000	-	
721A4AD · Board Training/Workshops	484	124	-	173	781	1,000	219	78.1%	-	264	400	200	864	1,000	136	86.36%	1,000	-	
721B1AD · MVCAC Annual Meeting	-	3,950	8,936	-	12,886	16,000	3,114	80.54%	-	-	19,120	-	19,120	20,000	880	95.6%	20,000	-	
721B2AD · AMCA	-	1,372	3,321	58	4,751	6,000	1,249	79.18%	-	-	9,600	-	9,600	9,000	(600)	106.67%	9,600	600	
721B3AD · CSDA	916	1,052	-	-	1,967	6,000	4,033	32.79%	4,427	490	-	-	4,917	8,000	3,083	61.46%	5,000	(3,000)	
721B5AD · VCJPA (Mgr/Trustee)	252	-	-	-	252	300	48	83.93%	-	-	300	-	300	300	-	100.0%	300	-	
721B8AD · Misc Conferences	-	-	-	-	-	3,000	3,000	0.0%	-	600	750	250	1,600	3,000	1,400	53.33%	3,000	-	
721B9AD · MVCAC Quarterly Meeting	-	359	933	1,601	2,893	3,000	107	96.43%	-	1,245	1,200	1,300	3,745	3,000	(745)	1.24832	4,000	1,000	
721C1AD · CSDA Workshops	119	-	-	-	119	500	381	23.76%	-	-	250	200	450	500	50	90.0%	500	-	
721C2AD · MVCAC Workshops	-	-	-	-	-	500	500	0.0%	-	-	200	100	300	500	200	60.0%	500	-	
721C3AD · VCJPA Workshops	-	-	48	-	48	500	452	9.6%	-	-	100	200	300	500	200	60.0%	500	-	
721C4AD · Staff Training	416	33	476	-	925	1,000	75	92.47%	-	-	-	-	-	1,000	1,000	0.0%	1,000	-	
721C5AD · Admin Training	57	299	-	575	931	1,500	569	62.04%	-	299	400	200	899	1,500	601	59.93%	1,500	-	
721C6LB · Rodent Forum	-	-	-	-	-	500	500	0.0%	-	-	500	500	500	500	-	100.0%	500	-	
721D1AD · Misc Meeting Expenses	1,085	1,197	242	1,452	3,977	6,000	2,023	66.28%	589	711	250	1,400	2,950	5,500	2,550	53.64%	5,500	-	
721F1AD · Tuition Reimbursement Program	-	-	-	296	296	-	(296)	100.0%	-	-	-	500	500	500	-	100.0%	500	-	
721G1AD · Coastal Region Contin'u'g Edu	600	90	75	1,730	2,495	2,800	305	89.11%	20	1,560	-	1,000	2,580	2,800	220	92.14%	2,800	-	
721H1AD · Trustee Field Day	-	733	-	-	733	2,400	1,667	30.56%	-	3,500	-	-	3,500	1,200	(2,300)	291.63%	3,500	2,300	
5721 · Meeting/Conferences - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	
Total 5721 · Meeting/Conferences	10,496	15,393	22,115	14,069	62,073	83,760	21,687	74.11%	10,798	15,072	40,995	17,350	84,215	91,800	7,585	91.74%	93,200	1,400	
5856 · Services/Consultations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
56G10AD · Hotsy Machine	-	-	507	-	507	2,000	1,493	25.36%	-	-	600	-	600	1,000	400	60.0%	1,000	-	
56G11AD · ArcView	-	-	-	1,699	1,699	1,500	(199)	113.27%	-	-	-	1,700	1,700	1,700	-	100.0%	1,700	-	
856A1AD · Annual District Audit	3,818	3,991	5,130	15,182	28,121	29,360	1,239	95.78%	1,620	-	6,000	9,000	16,620	15,000	(1,620)	110.8%	17,000	2,000	
856B1AD · Database Consulting	-	2,834	-	1,534	4,368	8,000	3,632	54.6%	-	3,600	400	4,000	8,000	8,000	-	100.0%	8,000	-	
856B2AD · Computer Tech Supp(QBs,Arcv	-	-	400	-	400	500	100	80.0%	-	-	450	-	450	500	50	90.0%	500	-	
856C1AD · SCI Consultants	20,456	-	-	-	20,456	22,000	1,544	92.98%	20,176	-	-	-	20,176	22,000	1,824	91.71%	22,000	-	
856C2AD · Engineering Data Services	-	-	2,236	-	2,236	2,300	64	97.24%	-	-	2,300	-	2,300	2,300	-	100.0%	2,300	-	
856D1AD · Legal Services	45,307	41,625	10,828	38,677	136,437	106,350	(30,087)	128.29%	16,006	12,692	-	-	28,698	50,000	21,302	57.4%	50,000	-	
856E1OP · Helicopter Service	24,866	-	-	-	24,866	50,000	25,134	49.73%	25,025	-	-	-	25,025	30,000	4,975	83.42%	30,000	-	
856F1LB · Certification of Lab Equipment	325	-	-	-	325	400	75	81.25%	325	-	-	-	325	400	75	81.25%	400	-	
856G1AD · Postage & Copiers Equip Rent	4,397	3,487	2,610	4,580	15,075	16,500	1,425	91.36%	(3,841)	5,872	5,603	5,738	13,372	10,000	(3,372)	133.72%	14,000	4,000	
856G2AD · Security & Fire Alarm Maintena	1,897	1,590	638	1,601	5,726	3,775	(1,951)	151.67%	1,186	1,721	658	1,620	5,185	5,000	(185)	103.7%	5,200	200	
856G3AD · Elevator Maintenance billed Qrtly	1,288	1,487	1,443	1,112	5,331	5,320	(11)	100.2%	1,112	1,337	1,112	1,112	4,674	5,600	926	83.47%	5,600	-	
856G4AD · Pond/Landscape Service	1,695	2,745	2,715	3,710	10,865	12,000	1,135	90.54%	1,710	3,795	2,715	2,715	10,935	12,000	1,065	91.13%	12,000	-	
856G5AD · Voice Mail Telephone Service	-	-	-	-	-	1,000	1,000	0.0%	-	-	500	-	500	1,000	500	50.0%	1,000	-	
856G6AD · Network Maintenance	1,560	6,203	2,220	4,277	14,261	16,000	1,739	89.13%	1,680	5,507	2,500	4,400	14,087	18,500	4,413	76.15%	18,500	-	
856G7AD · HVAC Maintenance/Back Flow	744	820	594	740	2,898	3,000	102	96.59%	764	594	594	594	2,546	3,000	454	84.87%	3,000	-	
856G8AD · Electric Gate Maint	-	-	225	-	225	1,000	775	22.5%	-	-	600	-	600	1,000	400	60.0%	1,000	-	
856G9AD · Lighting Fixtures	-	74	-	-	74	500	500	0.0%	-	19	150	100	269	500	231	53.77%	500	-	
856H1AD · Cit of Burlingame-Alarm Fees	-	-	50	-	50	400	351	12.38%	100	-	50	-	150	400	250	37.5%	400	-	
856I1OP · Fire Extinguisher Service	-	-	617	-	617	1,000	383	61.68%	45	-	700	-	745	1,000	255	74.5%	1,000	-	
856J1AD · Janitorial Service	3,844	3,258	2,925	4,943	14,970	14,400	(570)	103.96%	2,650	2,200	2,600	2,600	10,050	10,500	450	95.71%	10,500	-	
856J2AD · Comcast / Internet / GotoMyPC	855	967	1,029	865	3,716	3,600	(116)	103.22%	874	1,071	904	904	3,754	4,000	246	93.85%	4,000	-	
856J3AD · Axcient	387	387	387	387	1,548	1,700	152	91.06%	387	387	387	387	1,548	1,700	152	91.06%	1,700	-	
856J4AD · Microsoft Intune & Email Servic	1,107	1,107	1,060	1,049	4,323	5,000	677	86.46%	1,085	1,090	1,120	1,140	4,435	6,500	2,065	68.22%	6,500	-	
856K2OP · Safety Glasses	-	-	118	25	143	500	357	28.63%	-	-	-	-	-	-	-	0.0%	-	-	
856L1AD · Human Resource Services	7,060	2,942	1,106	4,758	15,866	17,760	1,894	89.33%	401	150	2,000	3,000	5,55						

San Mateo County Mosquito and Vector Control Profit and Loss Mid-Year Review General Fund as of December 31, 2013

	FY12/13 ACTUALS								FISCAL YEAR 2013/2014					Original Approved Budget				MID Year Forecast	
	Q1	Q2	Q3	Q4	Total FY12/13	Budget	Under / (Over) \$ Budget	% of Budget	ACTUALS		FORECAST			Budget	Under / (Over) \$ Budget	% of Budget	FORECAST	Change from Original Budget	
	FY12/13	FY12/13	FY12/13	FY12/13					Q1 FY13/14	Q2 FY13/14	Q3 FY13/14	Q4 FY13/14	Total FY13/14						
966C1LB · Sentinel chicken flocks/supplie	101	161	1,384	1,175	2,820	1,800	(1,020)	156.68%	386	192	2,400	-	2,978	2,400	(578)	124.07%	3,000	39	600
966D1OP · Misc/Regulation Compliance	-	-	319	104	423	200	(223)	211.66%	-	455	-	-	455	500	45	90.92%	500	-	-
966D2OP · Safety Program	-	-	-	-	-	200	200	0.0%	-	-	-	-	-	500	500	0.0%	500	-	-
966D3OP · Safety Glasses	-	-	-	-	-	200	200	0.0%	-	-	-	-	-	500	500	0.0%	500	-	-
966D4OP · Safety Respirators	-	-	-	-	-	200	200	0.0%	-	-	-	-	-	2,000	2,000	0.0%	2,000	-	-
966E1LB · Disease Surveillance	217	221	2,173	771	3,382	3,300	(82)	102.48%	(720)	51	1,000	2,500	2,830	3,300	470	85.77%	3,300	-	-
966F1AD · NPDES	9,376	1,943	-	-	11,319	12,000	681	94.32%	-	2,062	-	-	2,062	12,000	9,938	17.18%	3,000	40	(9,000)
966F2LB · Source Reduction	-	-	-	-	-	12,000	12,000	0.0%	-	1,940	7,000	-	8,940	10,000	1,060	89.4%	10,000	-	-
966F3AD · County Environmental Health	-	-	768	-	768	1,000	232	76.8%	-	-	1,000	-	1,000	1,000	-	100.0%	1,000	-	-
966F4LB · CEQA / PEIR	2,493	8,317	9,411	32,262	52,483	120,000	67,517	43.74%	2,209	1,039	16,000	35,000	54,248	60,000	5,752	90.41%	55,000	41	(5,000)
966H1AD · Media Advertising	-	-	-	-	-	10,000	10,000	0.0%	536	-	-	5,000	5,336	10,000	4,464	55.36%	10,000	-	-
966I1AD · Mosquito Research Foundation	-	-	-	-	-	10,000	10,000	0.0%	-	-	-	-	-	10,000	10,000	0.0%	10,000	-	-
966J1AD · Special Assessment - RW City	1,149	-	-	-	1,149	3,200	2,051	35.9%	-	530	-	-	530	3,200	2,670	16.56%	3,200	-	-
966J2AD · Burlingame Storm Drain Fee	1,520	-	-	-	1,520	1,520	-	100.0%	-	1,551	-	-	1,551	1,600	49	96.94%	1,600	-	-
966L1AD · Public Health Emergency	-	-	-	-	-	-	-	0.0%	1,058	2,868	1,000	5,000	9,926	-	(9,926)	100.0%	10,000	42	10,000
Total 5966 · District Special Expense	15,177	10,642	14,977	36,551	77,346	180,120	102,774	42.94%	3,624	10,883	32,050	50,000	96,556	121,500	24,944	79.47%	118,100		(3,400)
66000 · Payroll Expenses	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
6712 · 6712 · Telephone	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
712A1AD · Verizon / AT&T	3,744	3,495	3,358	3,744	14,342	18,300	3,958	78.37%	5,121	4,132	4,250	4,950	18,453	20,000	1,547	92.27%	20,000	-	-
712A2AD · Phones/Batteries/Access	742	53	230	966	1,990	2,000	10	99.5%	568	531	500	800	2,399	2,500	101	95.97%	2,500	-	-
6712 · 6712 · Telephone - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 6712 · 6712 · Telephone	4,486	3,548	3,587	4,710	16,332	20,300	3,968	80.45%	5,689	4,663	4,750	5,750	20,853	22,500	1,648	92.68%	22,500		-
6725 · 6725 · Liability Insurance	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
725A1AD · Liability Insurance (VCJPA)	57,162	-	-	-	57,162	60,000	2,838	95.27%	49,236	(7,878)	-	-	41,358	53,000	11,642	78.03%	42,000	43	(11,000)
6725 · 6725 · Liability Insurance - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 6725 · 6725 · Liability Insurance	57,162	-	-	-	57,162	60,000	2,838	95.27%	49,236	(7,878)	-	-	41,358	53,000	11,642	78.03%	42,000		(11,000)
6731 · 6731 Other Insurance	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
731A1AD · Worker's Compensation	66,605	-	-	-	66,605	67,000	395	99.41%	71,418	18,258	-	-	89,676	72,000	(17,676)	124.55%	90,000	44	18,000
731B1AD · Non-Owned Aircraft	3,700	-	-	-	3,700	5,000	1,300	74.0%	4,000	-	-	-	4,000	5,000	1,000	80.0%	5,000	-	-
731D1AD · Other VCJPA Insurance Fees	12,096	-	-	1,002	13,098	12,096	(1,002)	108.28%	25,767	-	-	-	25,767	25,100	(667)	102.66%	26,000	45	900
731E1AD · Actuarial Study for OPEB	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
6731 · 6731 Other Insurance - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 6731 · 6731 Other Insurance	82,401	-	-	1,002	83,403	84,096	693	99.18%	101,185	18,258	-	-	119,443	102,100	(17,343)	116.99%	121,000		18,900
7311-05 · 7311-05 · Equipment-Capital	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
7311 · 7311 Equipment	1,299	-	-	-	1,299	1,300	1	99.92%	-	-	-	-	-	-	-	0.0%	-	-	-
2013/2014 - EVS Traps	-	-	-	-	-	-	-	0.0%	-	-	-	5,000	5,000	-	(5,000)	100.0%	5,000		5,000
2013/2014 - AED / Defibullator	-	-	-	-	-	-	-	0.0%	-	-	-	2,000	2,000	-	(2,000)	100.0%	2,000		2,000
2013/2014 - Vehicle Warning Lights	-	-	-	-	-	-	-	0.0%	-	-	-	6,500	6,500	-	(6,500)	100.0%	6,500		6,500
2013/2014 - Fish Transport Well	-	-	-	-	-	-	-	0.0%	-	-	-	700	700	-	(700)	100.0%	700		700
2013/2014 - Fiber Optic Camera	-	-	-	-	-	-	-	0.0%	-	-	-	1,000	1,000	-	(1,000)	100.0%	1,000		1,000
Total 7311 · Equipment	1,299	-	-	-	1,299	1,300	1	99.92%	-	-	-	15,200	15,200	-	(15,200)	100.0%	15,200		15,200
Total Expense (Excluding Contingencies)	1,012,639	686,370	670,749	853,586	3,223,344	1,779,723	(1,443,621)	181.12%	1,014,431	749,833	854,739	913,363	3,532,366	3,760,745	228,379	93.93%	3,781,250		20,505
8611 · 10% of Op. Budget/FA Budget	-	-	-	-	-	167,395	167,395	0.0%	-	-	-	-	-	376,075	376,075	0.0%	355,570	47	(20,505)
8612 · 60% of Op. Budget/FA budget	-	-	-	-	-	2,038,830	2,038,830	0.0%	-	-	-	-	-	2,256,447	2,256,447	0.0%	2,256,447	-	-
Total Expense	1,012,639	686,370	670,749	853,586	3,223,344	5,789,156	2,565,812	55.68%	1,014,431	749,833	854,739	913,363	3,532,366	6,393,267	2,860,901	55.25%	6,393,267		(0)
	Total Original Budget												6,393,267						
														6,393,267 Adjusted Budget/Forecast					

San Mateo County Mosquito and Vector Control

Profit and Loss Mid-Year Review

General Fund

as of December 31, 2013

FY12/13 ACTUALS								FISCAL YEAR 2013/2014					Original Approved Budget			MID Year Forecast	
Q1 FY12/13	Q2 FY12/13	Q3 FY12/13	Q4 FY12/13	Total FY12/13	Budget	Under / (Over) \$ Budget	% of Budget	ACTUALS	FORECAST				Budget	Under / (Over) \$ Budget	% of Budget	FORECAST	Change from Original Budget
								Q1 FY13/14	Q2 FY13/14	Q3 FY13/14	Q4 FY13/14	Total FY13/14					

COMMENTS:

- 1 **Regular Part-Time:** Increase of \$16,000 is to cover additional seasonal staff needed for *Aedes aegypti* program starting in March-14
- 2 **Social Security:** Increase of \$1,000 will cover additional seasonal staff (see #1 above)
- 3 **Employee Dental Reimbursement:** Increase of \$3,500 is to cover \$300 per permanent employee (18 employees total). Previously benefit was underutilized
- 4 **Employee Commute Benefit:** Increase of \$500 will cover additional staff that are currently using mass transit
- 5 **Altosid, BVA, Larvacides (Pesticides):** Decrease of \$50,000 as a result of elimination of treatments of Bair Island
- 6 **Uniform Service:** Increase of \$500 ties with increased seasonal staff for *Aedes aegypti* program
- 7 **Work Boots:** Increase of \$1,200 is a result of the District providing work boots for all seasonal staff for protection during pesticide application (previous program was only for permanent employees)
- 8 **Bee Sting Kits / Epi Pens:** **Reduction** of \$2,000 is from District's new program of having employees obtain Epi Pens directly from their physician. The District will reimburse copays for office visit and prescription.
- 9 **Lab Misc Supplies:** Increase of \$2,500 for the purchase of insect vials and head for Centrifuge
- 10 **Lab Mosquito Blood Service:** Increase of \$800 is to cover the quarterly purchase of mouse blood for *Aedes aegypti* program beginning in Feb and ending in June)
- 11 **Lab PCR Maintenance & Supplies:** Increase of \$10,000 is to purchase testing supplies for PCR machine including Primer Probe Kits and Pipet Tips
- 12 **Postage / Overnight:** Increase of \$200 will offset additional costs due to postage increase and UPS/FED EX packages
- 13 **Water Service:** Increase of \$300 related to increased water usage due to seasonal employees
- 14 **Maps:** Increase of \$300 to offset cost of new wall map of San Mateo County for Operations room
- 15 **Dry Ice:** Increase of \$3,500 will offset cost of purchasing more dry ice to accommodate several new traps and *Aedes aegypti* surveillance program
- 16 **Computer Equipment / Software:** Increase of \$1,900 will offset purchase of the following unbudgeted items: Lab Software, Ethernet Switch for server, replacement technician laptop batteries and power cords
- 17 **LAFCo Dues:** Increase of \$105 covers amount in excess of budget
- 18 **Tires / Balance / Alignment:** **Reduction** of \$1,500 resulted from analysis showing account has been underutilized in last few years
- 19 **Plugs / Filters / Batteries:** **Reduction** of \$1,000 resulted from analysis showing account has been underutilized in last few years
- 20 **Hand Sprayers Maintenance / Parts:** **Reduction** of \$1,500 resulted from analysis showing account has been underutilized in last few years
- 21 **Equipment Repairs/ Parts:** **OPS: Reduction** of \$1,000 resulted from analysis showing account has been underutilized in last few years
- 22 **Electricity Burlingame Office:** Increase of \$2,000 due to analysis showing costs are coming in higher than originally budgeted (this is the first year the District is paying higher electricity costs post smart meter installation)
- 23 **Electricity Redwood City Office:** Increase of \$600 due to analysis showing costs are coming in higher than originally budgeted (beginning this year our old electricity plan with PG&E was phased out and we are on a new plan with increased costs)
- 24 **Water / Sewer Burlingame Office:** Increase of \$300 is to cover the additional costs incurred due to a water leak and routine scheduled vehicle cleaning for seasonal vehicles
- 25 **AMCA DC Conference:** **Reduction** of \$1,000 resulted from analysis of previous year's actual costs and future projection
- 26 **Monthly Trustee Expense:** Increase of \$2,000 is to cover the additional costs of having a full board of trustees; previous budget assumptions did not account for all vacant seats to be filled
- 27 **Legal Ads:** **Reduction** of \$500 resulted from analysis showing account has been underutilized in last few years
- 28 **AMCA 2014 Seattle Conference:** Increase of \$600 is to cover the additional costs of having 3 Trustees and 3 staff members attend the conference - estimate of \$1,600/person
- 29 **CSDA 2013 Monterey Conference:** **Reduction** of \$3,000 is due to lower costs incurred for conference in October-13
- 30 **MVCAC Quarterly Meetings:** Increase of \$1,000 is to cover the additional costs attending statewide MVCAC Meetings - estimates based on previous trends
- 31 **Trustee Field Day:** Increase of \$2,300 is to cover the additional costs incurred for guest speaker, Brent Ives and meals provided at meeting
- 32 **Annual District Audit:** Increase of \$2,000 is to cover the upcoming Internal Control Audit for \$6k and Annual Audit for \$9k
- 33 **Legal Services:** No change to current budget. Remaining \$21k will be used as follows: \$10k for Insurance claim mediation, \$9k Board meeting support, \$2k Misc Legal support
- 34 **Postage Meter & Copier Rental:** Increase of \$4,000 to cover some costs of completing Cannon/OCE contract buyout and existing and project overages for printing of brochures related to the *Aedes aegypti* CERT program and upcoming surveillance
- 35 **Security & Fire Alarm Maintenance:** Increase of \$200 to cover increases in monitoring services provided by Bay Alarm for Redwood City office
- 36 **PreEmployment Screening:** Increase of \$600 to offset additional costs of hiring seasonal employees for *Aedes aegypti* program
- 37 **District Interns:** \$2,000 is to offset cost of 2013 Summer Intern previously budgeted under Part-Time Employment
- 38 **San Mateo County Accounting Services:** \$3,400 is to cover the cost of new accounting services now being charged by the county (beginning in December-13)
- 39 **Sentinal Chicken Flock/Supplies:** Increase of \$600 to offset the cost of building a third chicken coop for the West Nile Virus surveillance program. Lab will determine best location to build the coop
- 40 **NPDES Permit:** **Reduction** of \$9,000 resulted significantly lower permit costs in FY2013/2014
- 41 **CEQA / PEIR:** **Reduction** of \$5,000 resulted from analysis of balance remaining on contract with Cardno ENTRIX
- 42 **Public Health Emergency (*Aedes aegypti* program):** Increase of \$10,000 is to offset previously incurred \$4,000 (unbudgeted) and potential future expenditures of \$6,000 as a result of establishing an *Aedes aegypti* surveillance program in Spring 2014
- 43 **VCJPA Liability Insurance:** **Reduction** of \$11,000 resulted from refund received from VCJPA related to pooled retrospective adjustments made by VCJPA for 2008-2012 for all participating agencies - these adjustments are made after the budget has been approved
- 44 **VCJPA Workers Compensation Insurance:** Increase of \$18,000 resulted from pooled retrospective adjustments made by VCJPA for 2008-2012 for all participating agencies - these adjustments are made after the budget has been approved
- 45 **VCJPA Other Insurance Fees:** Increase of \$900 resulted from higher premiums for the Group Fidelity program in 2013/14
- 46 **EQUIPMENT:** The following five items represent unbudgeted equipment needs for the current fiscal year:
 - EVS Traps:** The District will be increasing mosquito surveillance program and will need 20 additional traps for a cost of \$5,000
 - AED / Defibrillator:** To comply with safety requirements, the District will be purchasing an AED / Defibrillator for the facility at a cost of \$2,000 (as recommended by the County's Public Health department)
 - Vehicle Warning Lights:** The District be replacing aging warning lights on all vehicles (trucks and jeeps) at a cost of \$6,500
 - Fish Transport Well:** The District is purchasing this equipment to safeguard mosquito fish being transported to the District after purchase - cost is \$700
 - Fiber Optic Camera:** The District is purchasing this camera to aid in the Mosquito & Vector Surveillance programs (checking sewers for mosquitos and checking under houses, inside walls, etc for rodents) - cost is \$1,000
- 47 **Net Change to Original Budget:** The net change to the budget is an additional \$20,505 that will come out of the Contingencies account.

San Mateo County MVCD - Capital Project Fund
Profit and Loss Mid-Year Review
as of December 31, 2013

	FY12/13 ACTUALS								FISCAL YEAR 2013/2014					Original Approved Budget			Mid-Year Forecast		
	Q1 FY12/13	Q2 FY12/13	Q3 FY12/13	Q4 FY12/13	Total YTD FY12/13	Budget	Under / (Over) \$ Budget	% of Budget	ACTUALS		FORECAST			Budget	Under / (Over) \$ Budget	% of Budget	FORECAST	Change from Original Budget	
									Q1 FY13/14	Q2 FY13/14	Q3 FY13/14	Q4 FY13/14	YTD FY13/14						
Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5188 · Other Misc Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
188A2AD · Union Bank Fees	279	287	211	216	993	1,860	867	53.38%	115	114	120	120	469	1,800	1,331	26.08%	800	1	(1,000)
5188 · Other Misc Expense - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	-	-	-	-
Total 5188 · Other Misc Expense	279	287	211	216	993	1,860	867	53.38%	115	114	120	120	469	1,800	1,331	26.08%	800		(1,000)
5233 · Special Tools (non-fixed asset)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
233B1OP · Trimmer - Stihl HS85	-	-	-	-	-	1,300	1,300	0.0%	-	-	-	-	650	650	-	100.0%	650	-	-
233B2OP · Birchmeier Bp Sprayer	-	-	-	-	-	-	-	0.0%	646	-	1,950	-	2,596	2,600	4	99.85%	2,600	-	-
5233 · Special Tools (non-fixed asset) - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 5233 · Special Tools (non-fixed asset)	-	-	-	-	-	1,300	1,300	0.0%	646	-	1,950	650	3,246	3,250	4	99.88%	3,250		-
5428 · Misc Repairs and Maint. (nonFA)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
28A10AD · Earthquake Retrofit	-	2,000	11,028	64,747	77,775	175,000	97,225	44.44%	146,375	35,183	-	-	181,558	185,000	3,442	98.14%	185,000	-	-
428A3AD · Yard paving Mixture	-	3,300	-	-	3,300	7,000	3,700	47.14%	-	-	-	4,000	4,000	4,000	-	100.0%	4,000	-	-
428A4AD · Landscape Upgrade	-	-	-	1,400	1,400	10,000	8,600	14.0%	-	-	1,000	1,500	2,500	5,000	2,500	50.0%	5,000	-	-
428A5AD · Project Engineer / Architect	664	415	4,564	-	5,644	6,000	356	94.06%	-	-	1,000	-	1,000	5,000	4,000	20.0%	5,000	-	-
428A9AD · Misc Bldg Repairs	-	4,357	3,800	4,548	12,705	20,000	7,295	63.52%	-	-	20,000	3,000	23,000	46,000	23,000	50.0%	46,000	2	-
5428 · Misc Repairs and Maint. (nonFA) - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 5428 · Misc Repairs and Maint. (nonFA)	664	10,072	19,392	70,695	100,823	218,000	117,177	46.25%	146,375	35,183	22,000	8,500	212,058	245,000	32,942	86.55%	245,000		-
5966 · District Special Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
966A3AD · Office Printer	-	1,517	-	-	1,517	2,000	483	75.84%	-	-	800	-	800	2,250	1,450	35.56%	2,250	-	-
5966 · District Special Expense - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 5966 · District Special Expense	-	1,517	-	-	1,517	2,000	483	75.84%	-	-	800	-	800	2,250	1,450	35.56%	2,250		-
7311 · Equipment-Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
311A1AD · Computer Equipment OP	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	2,900	2,900	0.0%	2,900	-	-
311A2AD · Computer Equipment LB	-	-	-	2,004	4,272	4,000	(272)	106.81%	-	-	-	-	-	2,500	2,500	0.0%	2,500	-	-
311A3AD · Computer Equipment AD	2,416	1,500	-	-	3,916	4,000	84	97.89%	5,528	-	-	11,500	17,028	14,700	(2,328)	115.84%	18,000	3	3,300
311A4AD · Replacement Technician Laptops	-	-	3,860	-	3,860	7,000	3,140	55.14%	-	-	3,500	-	3,500	4,000	500	87.5%	4,000	-	-
311A5AD · Security System / Cameras	-	-	-	16,183	16,183	15,500	(683)	104.41%	-	5,198	-	-	5,198	4,700	(498)	110.6%	5,300	4	600
311B1OP · Vehicles (Owned)	-	41,589	616	-	42,205	80,000	37,795	52.76%	-	-	-	-	-	-	-	0.0%	-	-	-
311B4OP · Vehicles (Leased)	-	-	-	-	-	-	-	0.0%	-	-	960	4,140	5,100	8,000	2,900	63.75%	6,000	5	(2,000)
311B6OP · Boats	17,934	-	-	-	17,934	17,934	0	100.0%	-	-	-	-	-	-	-	0.0%	-	-	-
311C1LB · Lab Equipment	-	3,306	176	-	3,482	18,500	15,018	18.82%	108,027	-	-	-	108,027	107,500	(527)	100.49%	108,500	6	1,000
311C3LB · Revco Freezer	-	-	-	-	-	15,000	15,000	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
311C4LB · Insectary Freezer	-	-	-	-	-	1,000	1,000	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
7311 · Equipment-Capital - Other	-	-	-	-	-	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
Total 7311 · Equipment-Capital	20,350	48,663	4,653	18,187	91,853	162,934	71,081	56.37%	113,555	5,198	4,460	15,640	138,853	144,300	5,447	96.23%	147,200		2,900
Total Expense (Excluding Contingencies)	21,293	60,538	24,256	89,099	195,186	15,000	(180,186)	1,301.24%	260,691	40,496	29,330	24,910	355,427	396,600	41,173	89.62%	398,500	7	1,900
8611 · Contingencies	-	-	-	-	-	12,066	12,066	0.0%	-	-	-	-	-	40,000	40,000	0.0%	38,100	-	(1,900)
Total Expense	21,293	60,538	24,256	89,099	195,186	398,160	202,974	49.02%	260,691	40,496	29,330	24,910	355,427	436,600	81,173	81.41%	436,600		436,599
Total Original Budget													436,600	Adjusted Budget/Forecast		436,600			

COMMENTS:

- Union Bank Fees:** Reduction of \$1,000 resulted from analysis showing bank fees have been coming in much lower than originally budgeted
- Misc Bldg Repairs:** Miscellaneous building repairs include \$10,000 for new cabinets and countertops in the Lab PCR room and \$7,000 for a new AC unit at the Redwood City site.
- Computer Equipment AD:** Increase of \$3,300 will cover additional estimated costs of providing iPads to Trustees to be used for board meetings
- Security System / Cameras:** Increase of \$600 is to cover amount of excess costs of security camera upgrade when compared to budget (unbudgeted additional camera caused cost to increase)
- Vehicles (Leased):** For previously approved lease of two 2014 4x4 Nissan Frontier pickups, the approved cost will be approximately \$280 per month beginning in March-14.
Additional request for three new vehicles as follows:
A. Lease two 2014 Nissan Frontier 4x2 pickups at \$200/month (beginning in March-14) to support the *Aedes aegypti* surveillance program
B. Lease one 2014 Nissan Titan pickup at \$420/month (beginning in April-14) for Assistant Manager, Brian Weber
- Lab Equipment:** Increase of \$1,000 is to cover amount of excess costs of upgraded lab equipment (including PCR system) when compared to budget (shipping costs and taxes accounted for increases)
- Net Change to Original Budget:** The net change to the budget is an additional \$1,900 that will come out of the Contingencies account.

Agenda Item # 11.

MANAGER'S REPORT

SUBJECT: State, Agency and District Activities

Legislative Update

- **Meeting with our Local Legislators.**
 - **Senator Jerry Hill**
 - Assistant Manager Weber and I met with Senator Hill and discussed all the activities surrounding the Yellow Fever Mosquito, *Aedes aegypti*. We also discussed the closure to the Grand Jury & LAFCo investigations and how the District was performing at a very high level with outstanding staff and trustees.
- **MVCAC Legislative Day in Sacramento.**
 - The date is set for our legislative day in Sacramento where we meet with our legislators.
 - Assistant Manager Weber and I will attend with one Trustee.
 - Date is March 19th. Since the meetings start at 0800 we will go the day before and stay at the Hyatt.
- **Assembly Bill 218 (Dickinson).**
 - New law goes into effect on July 1, 2014; this new law creates restrictions on when employers can verify criminal convictions of potential employees.
 - AB 218 prohibits any state, or local agency, including special districts, from asking a job applicant to disclose criminal convictions on the initial employment application. Instead, the agency will have to wait until after it has determined that the applicant meets the minimum employment qualifications for the position before requesting the applicant to disclose any criminal convictions.
 - However, AB 218 does not prohibit public agencies from inquiring about criminal conviction information later in the hiring process, rather, it requires the public agency to refrain from doing so until it has determined that the applicant is qualified for the position.

- The District is revising our employment application to remove questions seeking this information.
 - The passage of AB 218 follows a nationwide movement to “ban the box” in an attempt to eliminate any practices of automatically disqualifying convicted criminals from employment by asking questions concerning criminal convictions on the initial job application.
 - The District will continue with our practice of criminal background checks and drug testing for the final applicant who is being offered a position at the District and has completed all of the interview processes and is considered the “best” applicant but must pass the criminal background check and drug testing.
- **Senate Bill 751 (Yee).**
 - The Brown Act requires all meetings of the legislative body of a local agency, to be open and public and prohibits the legislative body from taking action by secret ballot, whether preliminary or final.
 - This bill additionally requires the legislative body of a local agency to publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - The District currently lists for all actions those trustees voting no or abstaining.

Mosquito and Vector Control Association of California (MVCAC)

- KP Public Affairs was hired by the Board of Directors to manage MVCAC. Their emphasis:
 - Legislative and Regulatory Advocacy.
 - Budget, Issue Management, Issue Tracking, Ally Recruitment and Coalition Building.
 - Public Affairs Consulting.
 - Media Relations.
- MVCAC Annual Planning Session took place in Sacramento on December 5-6th. Work on our mission and goals for next year were discussed.

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.

- Trustees attending are Leon Nickolas, Robert Maynard, and Steve Hedlund.
- Staff members attending are Manager Gay, Assistant Manager Weber, and Laboratory Director Zahiri.
- **2014 AMCA Washington DC Day.**
 - The AMCA Washington DC Day is May 5-7, 2014.
 - Trustee attending is Dr. Scott Smith with Assistant Manager Weber.
 - Assistant Manager Weber will coordinate visits with legislators.

California Special District Association (CSDA)

- **Annual Conference & Exhibitor Showcase in 2014**
 - The conference is at the Renaissance Palm Springs Hotel in Palm Springs from September 29th – October 2, 2014.
 - Our District Policy outlines those Trustees eligible to attend.
- Trustees are always welcome to get involved with CSDA by volunteering for one of their committees.
- 2014 Education Catalog was issued. Each Trustee is provided a copy. Please review the workshops and webinars to help with governance training.

Local Agency Formation Commission (LAFCO).

- County Controller provided November 26th the LAFCO budget for FY 2013-14.
- Our District's share was increased to \$2,605.
- The LAFCO operating budget is \$295,909 with independent districts share being 1/3. The independent districts then share the \$98,636. Our share based on our revenues of \$3,767,048 is 2.6410% which equals \$2,605.
- We estimated our LAFCO share to be \$2,500 when planning our District budget. We will make the adjustment during the mid-year review and adjustment of our FY 13-14 budget.

District Program Updates

- **West Nile Virus (WNV) Update for 2013 in California**
 - 364 human cases in 31 counties with 14 fatalities.
 - Thirteen (13) horses in seven (7) counties have tested positive for WNV and five died.
 - 1,238 dead birds have tested positive for WNV from 38 counties similar numbers to last year. We have only recorded “chronic positive” birds and squirrels.

- 2,528 mosquito pools from 27 counties have tested positive for WNV. None of our mosquito pools are positive to date.
- 484 sentinel chickens have turned positive for WNV among 112 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.
- **Eradication Work on the Invasive Mosquito (Aedes aegypti)**
 - Work continues with surveillance of the Yellow Fever Mosquito in Menlo Park. District is employing BG Sentinel traps, AGO Adult Mosquito Traps and Ovitrap during the winter months.
 - The adult Ae. aegypti mosquitoes are hibernating from the winter cold weather either in the egg stage or adults hiding in catch basins, under homes, or other secluded areas.
 - Genetic analysis of our Ae. aegypti by Yale University geneticists uncovered our samples were very similar to the Madera samples. They are considered part of the same population and therefore are not independent introductions.
- **Tick and Lyme Disease Surveillance Program**
 - Laboratory Staff have tested with our new real-time PCR over 300 ticks collected in January and February 2013.
 - The surveyed park sites and trails included:
 - Huddart County Parks Chickadee Trail
 - Skyline Ridge Open Space Park; Butano View (loop), Ipiwa, and Sunny Jim.
 - Los Trancos Open Space Park: Lost Creek and Franciscan Loop.
 - Infection rates for Borrelia burgdorferi (Lyme Disease spirochete) was 3.3% at Skyline Ridge OSP and 2.6% at Los Trancos OSP
 - These infection rates of our collected ticks are high and we followed up with posting of warning signs for hikers.
- **Mosquito Collection with CO2 Traps**
 - All CO2 traps in December revealed a big reduction of adult mosquitoes due to the very cold winter temperatures.
 - We are preparing to purchase additional All-Weather LED EVS CO2 traps for our surveillance programs. Each trap is around \$150 to \$200 depending on model type and insulated dry ice bucket design.
 - The Technicians each need to have at least 10 EVS CO2 traps available for adult mosquito surveillance programs within their zone.
 - We are also looking at procuring additional BG-Sentinel Traps. Each trap is \$200. These traps are used for Aedes aegypti surveillance.

- We are budgeting \$5,000 for new traps in the Mid-Year Budget Review.
- **Continuing Education Program**
 - Staff attended two continuing education programs. The 12 speakers provided very diverse presentations within mosquito and vector programs.
 - Topics included: mosquito biology, yellow-jacket biology, landlord tenant law relating to vector control, pesticide resistance, fleas biology and control, endangered species laws, herbicides, dengue virus, ticks and tick borne diseases and bed bugs.
- **Fungus May Control Mosquitoes**
 - Researchers at Swansea University, Wales, say a fungus could be the key to controlling mosquitoes. Initial trials are very promising and we will keep our eye on this potential future insecticide to control mosquito larvae especially *Aedes aegypti*.
 - Fungus *Metarhizium anisopliae* lives in soil and kills a whole range of insects and researchers say it also affects mosquito larvae if added to the water where the mosquitoes breed.
- **Regional Government Services and Local Government Services Joint Powers Authority**
 - Local Government Services (LGS) and Regional Government Services (RGS) are Joint Powers Authorities formed by California local governments to serve the needs of cities, special districts, counties and other local government agencies.
 - LGS and RGS were established to provide a ready source of staffing and consulting.
 - LGS and RGS office is located in Carmel
 - Our initial interests working with LGS is Policy Development and Administration.
 - Finance Director Rodriguez, Trustee Riechel and Manager Gay are scheduling a meeting with LGS in January to review services and costs and will report back to the Board.
- **Pesticide Purchase under \$7,500**
 - The District placed an order with Clarke Mosquito Control Products for a sole-source mosquito larvicide Natular®.
 - Natular XRT. Is a naturally occurring soil bacterium called spinosad. This bacterium is very effective in killing mosquito larvae by altering the function of insect nicotinic acetylcholine receptors causing continuous nervous impulses
 - Case contains 40 gram tablets
 - Purchased 7 cases for \$6,770.50 on November 26th.

- The District placed an order with ADAPCO, for a mosquito larvicide, Altosid 2.1. All Altosid products have prices set by the manufacturer. The District rotates the purchasing of Altosid products.
 - Altosid 2.1.
 - One case contains 40 briquettes.
 - Purchased 6 cases for \$4,359.56 on November 26th.

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.
 - Trustee DeJarnatt expires 12/31/13
 - Trustee Martinucci expires 1/24/14
 - Trustee Meinerth expires 02/16/14
 - Trustee Smith expires 02/28/14

- **Trustee Ethics Training**

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

- 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*.
 - CSDA has a webinar on Wednesday, January 15th from 10:00 a.m. – 12:00 p.m. Trustees can go to the CSDA website and register on-line. The cost to our Trustees is \$69 because we are CSDA members. The \$69 will be reimbursed by the District.
-

Manager Meetings outside the District in January

- ✚ MVCAC Finance meeting in Sacramento, January 7th
 - ✚ Retirement Ceremony at Greater LA VCD January 9-10th.
-

REFERENCE MATERIALS AVAILABLE IN THE OFFICE:

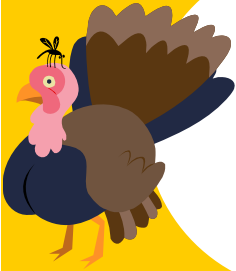
The following publications were received by the District and copies are available to the Trustees if requested.

- A. District Report.
 - B. KP Public Affairs Proposal for MVCAC Professional Services, June 25th
 - C. MVCAC Board of Directors Annual Planning Session Agenda, December 5-6th.
 - D. Continuing Education Program, December 3rd
 - E. Continuing Education Program , December 5th
 - F. Senate Bill 751 (Yee)
 - G. Purchase Requisition for Natular XRT dated November 26th
 - H. Purchase Requisition for Altosid 2.1 dated November 26th
 - I. Fungus could control Mosquitoes, research suggests. Article in BBS News South West Wales dated December 17th.
 - J. Email from CDPH on our genetic testing of the *Aedes aegypti* from Menlo Park.
 - K. San Mateo Controller letter on LAFCO budget dated November 26th.
 - L. Tick Disease Surveillance PCR Results for FY 2012-2013.
 - M. Mosquito Collection for December 4-5, 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. SDFL = 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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Board of Trustees attentively listening to District Mosquito and the Vector Control Technicians as they receive updated information about District activities in their respective cities.

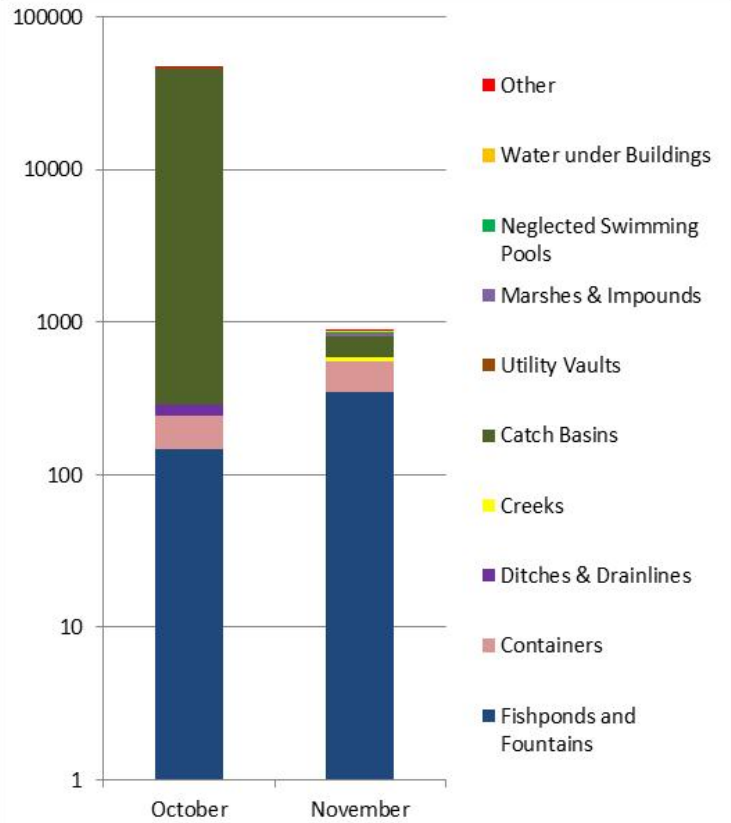
District News

- District staff continued to conduct mosquito life cycle labs for eager 6th graders in the Ravenswood School District. Cesar Chavez Academy (11/4) and Willow Oaks School (11/12) rounded-out the District’s public education outreach efforts in East Palo Alto.
- In November, Theresa Brickley, Mosquito and Vector Control Technician, became the District’s newest staff member in the Operations Department. Theresa comes to the District with a M.S. degree in Biological Science with a concentration in Conservation Biology.
- In early December, the District’s Tick Disease Surveillance Program was launched for the 2013 - 2014 season. The city, county and state parks selected are representatively distributed throughout the county. The ten parks targeted for tick flagging activities include: Waterdog Lake, Big Canyon, Windy Hill Open Space Preserve, Mills Canyon, Wunderlich, Sam McDonald, Stulsaft, Junipero Serra, San Bruno Mountain, and Ano Nuevo. Prior to the collection of tick specimens, the necessary scientific collection permits were obtained for the season.
- On December 11, members of the Board of Trustees attended the District’s annual Trustee Field Day for morning presentations. In the afternoon, Operation’s technicians educated the trustees about mosquito and vector control activities in their respective cities.

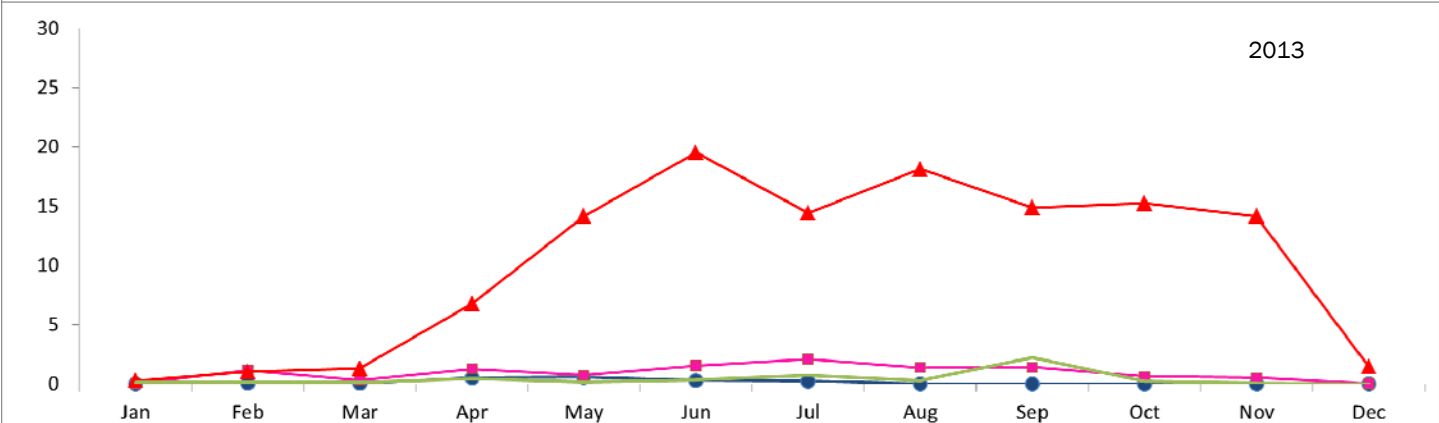
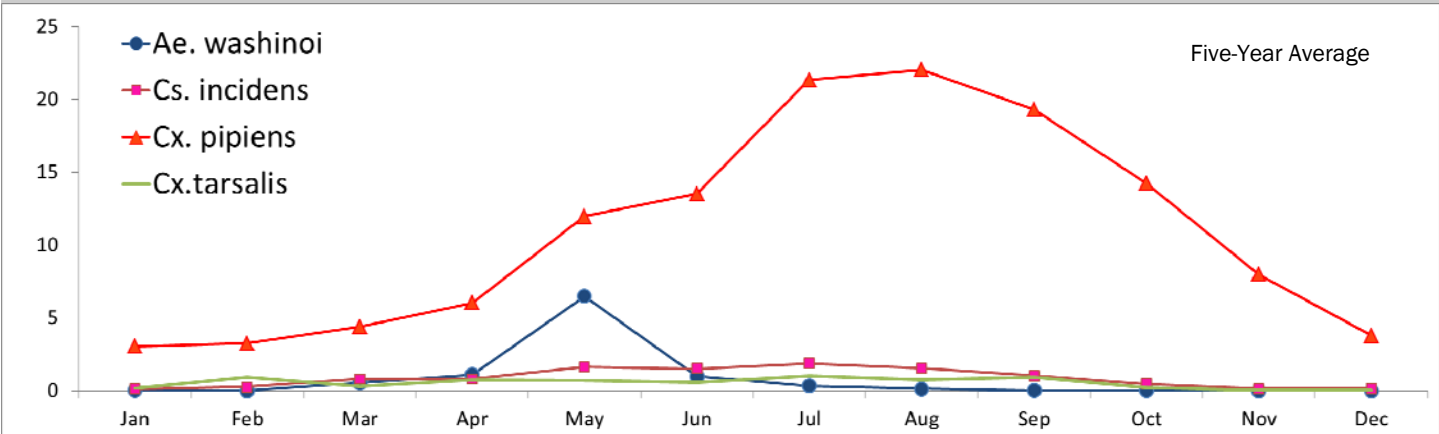


Mosquito Sources Treated

	October	November
Fishponds & Fountains	148	348
Containers	95	201
Ditches & Drain lines	44	7
Creeks	3	25
Catch basins	46,067	223
Utility Vaults	131	9
Marshes & Impounds	17	22
Neglected Swimming Pools	16	28
Water under Buildings	14	5
Other	19	8
Total	46,554	876



C02 Trap Data - Average Number of Adult Mosquitoes Collected Within a 24-hour Period





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

	Nov 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 - Cash	4,370,009
1010A01 - Cash-VCJPA Property Contingency	36,884
1010A02 - Cash-VCJPA Member Contingency	317,823
1020 - Cash - Petty Cash	200
Total Checking/Savings	4,724,916
Accounts Receivable	
1012 - 1012 - Accounts Receivable-001	92,255
Total Accounts Receivable	92,255
Total Current Assets	4,817,172
TOTAL ASSETS	4,817,172
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 - 4300-1 - Accounts Payable	49,471
Total Accounts Payable	49,471
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	49,471
Total Liabilities	49,471
Equity	
3021 - 3021 - Prior Period Adjustment	6,996
32000 - Retained Earnings	6,100,343
Net Income	(1,339,638)
Total Equity	4,767,701
TOTAL LIABILITIES & EQUITY	4,817,172



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

		MTD	YTD	Budgeted	YTD Nov %	42%
		November-13	FY13/14	FY13/14	Balance Remaining	% of FY13/14 Budget
REVENUES						
1021	Prop. taxes, current, secured	83,743	83,743	1,521,718	1,437,975	5.5%
1024	PY Secured Rede	0	0	5,000	5,000	0.0%
1031	Prop. taxes, current unsecured	278	87,019	86,000	(1,019)	101.2%
1033	Prop. taxes, prior, unsecured	0	(4,115)	1,000	5,115	-411.5%
1041	Prop taxes CY secured SB 813	2,685	5,586	26,000	20,414	21.5%
1042	Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1046	1046 - ERAF Rebate	0	0	215,000	215,000	0.0%
1521-11	VCJPA-Interest Income	0	1,642	1,500	(142)	109.5%
1521	Interest Earned	0	17,521	40,500	22,979	43.3%
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	484,181	484,181	0.0%
2451	Service Abatement Income	2,403	229,810	255,000	25,190	90.1%
2647	Misc Refunds/RDA/RPTTF	0	19,057	40,000	20,943	47.6%
2658-11	VCJPA-Misc Income	0	4,431	10,000	5,569	44.3%
2658	Other	0	56,927	48,000	(8,927)	118.6%
Total Revenue		89,088	501,620	4,160,680	3,659,060	12.1%
EXPENDITURES						
Salary & Benefits						
4111	Regular Full Time	116,287	577,731	1,515,000	937,289	38.1%
4161	Regular Part Time	8,138	89,369	129,000	39,631	69.3%
4311	Social Security	628	6,035	10,000	3,965	60.4%
4321	Retirement	51,830	195,061	478,000	282,939	40.8%
4412	Health Insurance	28,277	138,048	369,000	230,954	37.4%
4414	Great-West Deferred Comp	1,500	5,000	13,000	8,000	38.5%
4415	Medicare Insurance	1,788	9,726	24,000	14,274	40.5%
4422	Dental Insurance	2,757	14,980	38,000	23,040	39.4%
4431	Vision Insurance Plan (VSP)	420	2,154	5,300	3,148	40.6%
4440	Employee Commute Benefit	276	1,890	5,500	3,610	34.4%
4442	Long Term Disability	829	4,239	11,300	7,061	37.5%
4451	Unemployment Insurance	178	4,073	18,000	13,927	22.8%
4621	AFLAC Insurance	442	2,480	6,500	4,040	37.8%
Subtotal		213,304	1,050,748	2,622,600	1,571,854	40.1%
Services & Supplies						
5111	Pesticides	0	63,456	250,000	186,544	25.4%
5121	Clothing	642	8,588	23,700	15,113	36.2%
5156	Household	772	1,282	4,200	2,918	30.5%
5171	Medical/Laboratory	1,419	15,157	18,800	3,643	80.6%
5188	Other Misc (Union Bank Fee)	38	189	1,800	1,611	10.5%
5199	Office	550	5,250	20,100	14,850	28.1%
5233	Tools/Equipment	215	10,408	19,350	8,942	53.8%
5331	Memberships	2,605	15,764	18,845	3,081	83.7%
5416	Gasoline/Oil	2,253	31,487	67,000	35,513	47.0%
5428	Miscellaneous Repair	36,778	194,485	295,000	100,515	65.9%
5472	General Maintenance	328	1,543	9,300	7,757	18.6%
5631	Electric/Gas	1,951	10,235	20,900	10,665	49.0%
5635	Water/Sewer Disposal	220	4,445	9,700	5,255	45.8%
5721	Meetings/Conferences	3,580	20,239	91,800	71,561	22.0%
5858	Services/Consultation	17,548	104,516	238,600	134,064	43.8%
5966	District Special Expenses	3,942	14,762	123,750	108,988	11.9%
6712	Telephone	1,315	9,153	22,500	13,348	40.7%
6725	Liability Insurance	(7,878)	41,358	53,000	11,642	78.0%
6731	Other Insurance	18,258	119,443	102,100	(17,343)	117.0%
Subtotal		84,534	671,760	1,390,445	718,685	48.3%
Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	0	118,753	144,300	25,547	82.3%
Subtotal		0	118,753	144,300	25,547	
Total Expenditures		297,837	1,841,258	4,157,345	2,316,087	44.3%
NET INCOME						
Net Income		(208,749)	(1,339,638)	3,335		

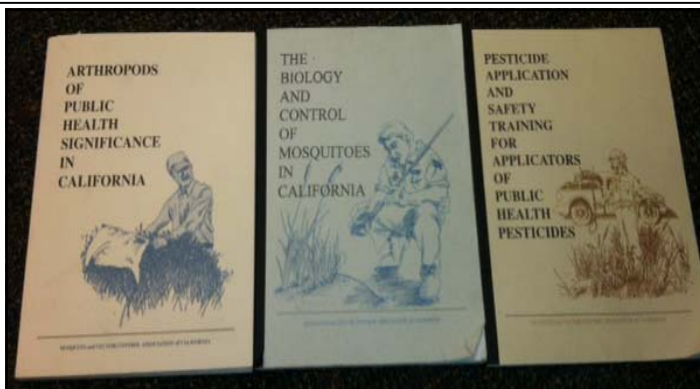


Operations Report



Working hard in Woodside! David, Hector, Stephanie and Theresa clearing some overgrown trails in the southern part of San Mateo County.

- In preparation for the winter season, we have started our trail maintenance of areas that fill in with rain water. This allows us to access hard-to-reach areas for inspections and treatments.
- David Allen and Warren Macdonald both passed their CDPH certification exams with flying colors. They are now fully certified. Congratulations, David and Warren! Also, two of our seasonal employees Diego Castro and Miguel Munoz passed exam sections A and B.
- Our safety committee had a planning meeting on December 20th and scheduled all of our inspections, meetings and trainings for the 2014 year. We would like to thank Warren Macdonald, Ben Rusmisl, Devina Walker and Paul Weber for all of their help in making our facility a safer place.
- Stephanie Busam and Richard Chow successfully eliminated two mosquito breeding sources by educating the property owners about the public health issues of having water underneath their properties. Stephanie's source had raw sewage underneath the building where a significant number of mosquitoes were observed emerging from the vents. The resident pumped all the water into his septic system and hired a plumber to fix the leaky pipes. Richard's breeding source was a pool of water (300 square feet) that the resident pumped out, and was then able to determine the source of the leakage. Both problems were solved in less than a month and will be inspected periodically. Great job Stephanie and Richard!



Congratulations to David, Diego, Miguel and Warren for passing their CDPH certification exams.



"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."

Tick Disease Surveillance Program

The District's 2013-2014 Tick Disease Surveillance Program has begun. The focus of the program is determining disease levels in ticks found in city, county, and state parks throughout San Mateo County. This is accomplished first by collecting ticks on location through tick flagging. Collected ticks are brought to the District laboratory where they are tested for the presence of disease causing bacteria. This year ticks will be tested for *Borrelia burgdorferi* and *Borellia myamotoi*, both of which are transmitted by the western black-legged tick, *Ixodes pacificus*.



Adult female *Ixodes pacificus*
Photo: University of RI

Borellia burgdorferi

B. burgdorferi is the bacterial agent of Lyme borreliosis, more commonly known as Lyme disease. Lyme borreliosis is the most common tick-borne disease in the northern hemisphere and has been known to cause fever, headache, fatigue, and skin rash. If left untreated, the infection can spread to joints, the heart, and the nervous system.

Borellia myamotoi

B. myamotoi is a newly described human pathogen that causes symptoms similar to Tick Borne Relapsing Fever (TBRF). These include fever, headache, and muscle aches. Ticks have been found carrying *B. myamotoi* in CA, but there are only 3 known human cases in the US.