



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
February 12, 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, January 8, 2014.

ACTION: Motion to approve Consent Calendar items.

8. **REGULAR AGENDA**

A. HVAC Installation at Redwood City Facility.

ACTION: Motion to approve Alternative Heating and Air Conditioning Solutions, INC., to install a Mitsubishi M-series Air Conditioning Unit and all electrical connections at the Redwood City Facility for a total price of \$6,945.00.

B. District Policy Manual.

ACTION: Motion to approve revisions to District Policies:

1. 1030 – Conflict of Interest,
2. 1050 – Service Abatement Contracts,
3. 1070 – Special Mosquito Control Tax,
4. 2090 – Equal Employment Opportunities,
5. 2130 – Employment Hiring Practices,
6. 2140 – Retirement Age, 2150 – Employee Certification,
7. 2170 – Workplace Condition Complaint by an Individual or Employee Association,
8. 6030 – Expense Authorization, and Employee Manual
9. 2160 – Separation from District Employment.

ACTION: Motion to approve the termination of District Policy 2080 Health Examinations.

C. Request for Proposal for General Counsel Services.

ACTION: Motion to approve submittal of the Request for Proposal for General Counsel Services to various legal firms and directing an Ad-hoc Legal Services Committee to perform the interviews and recommend to the Board at the June 11, 2014, Board meeting an attorney and legal firm to provide general counsel services.

D. San Carlos Wheeler Plaza Project.

ACTION: Motion to approve Resolution M- 008-14

9. BOARD COMMITTEE MEETING REPORTS

- A. Environmental and Public Outreach
- B. Finance
- C. Strategic Planning
- D. Policy
- E. Ad-hoc Technology (E-Device)

10. FINANCIAL REPORT

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

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

11. MANAGER'S REPORT

12. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

13. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

14. ADJOURNMENT

ACTION: Motion to adjourn.

CERTIFICATION OF POSTING AGENDA

I, **Leon Nickolas, Board Secretary** for the San Mateo County Mosquito and Vector Control District (SMCMVCD), declare that the foregoing agenda for the Regular Meeting of the SMCMVCD Board of Trustees for February 12, 2014 was posted and available for review on February 7, 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 January 8, 2014; Regular Board of Trustee's meeting.

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.



San Mateo County
Mosquito and Vector Control District
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 (650) 344-8592 Fax (650) 344-3843
 www.smcmad.org

**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 JANUARY 8, 2014
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on January 8, 2014, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT: Christine Fuller James Ridgeway
 Steve Hedlund Robert Maynard
 Jason Seifer Barry Meinerth
 Leon Nickolas Kati Martin
 Valentina Cogoni Betsy Schneider
 Robert Riechel Rick Wykoff
 Dick Tagg Donna Rutherford
 Christopher Cairo Louis Gotelli
 Scott Smith

TRUSTEES ABSENT: Donelle O'Connor, Peter DeJarnatt

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

Vice President Rutherford called the meeting to order at 6:00PM and stated that it was being recorded.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

The roll call indicated that 17 Trustees were present with Trustees Brutschy, O'Connor, DeJarnatt with excused absences, and Trustee Smith arriving at 6:49PM. It was announced by Vice President Rutherford that President Lerner was not reappointed by the City of Atherton and Trustee Martinucci has resigned her appointment from Redwood City. New Trustee, Louis Gotelli from the City of Colma was present.

4. APPROVAL OF THE AGENDA AS POSTED:

No changes.

- Motion by Riechel, 2nd Tagg to approve the agenda as posted, approved 16-0 by the Board

5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to new Trustee Louis Gotelli from Colma, and returning trustees: Valentina Cogoni of Menlo Park and Chris Cairo of South San Francisco by County Counsel Lee Thompson.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts commented from the public.

7. CONSENT CELENDAR:

- A. Minutes for the regular Board meetings of November 13, 2013, and Trustee Field Day of December 11, 2013; Auditor Service Contract with R.J. Ricciardi for fiscal year 2013-2014; professional Consulting, Engineer Work and Levy Administration with SCI Consulting Group for fiscal Year 2014-2015; and Stericycle agreement for 3 years for removing medical wastes..
- Motion by Riechel, 2nd Nickolas to approve the Consent Calendar, noting that the fee amount on the Stericycle agreement to be filled in and initialed by the manager, approved by the Board 16-0.

8. REGULAR AGENDA:

A. Board Elections:

Elections of District Board officers were held for the calendar years of 2014-2015 and the results were:

1. President: **Donna Rutherford** 15-0-2 (Abstentions: Tagg & Riechel)
2. Vice President: **Rick Wykoff**, 15-0-2 (Abstentions: Tagg & Riechel)

3. Secretary: **Leon Nickolas** 15-0-2 (Abstentions: Tagg & Riechel)
4. Assistant Secretary: **Barry Meinerth** 14-0-3 (Abstentions: Tagg, Riechel & Schneider)

(Sam Lerner's name was not included on the final ballot for President since he was not reappointed to serve as Trustee from Atherton, and accordingly was no longer a trustee and not eligible to serve as an officer. He requested that his name be removed from the ballot.)

- **Motion by Maynard, 2nd Seifer to approve the Board Officers for the Calendar Years 2014-2015, passed by the Board 16-0.**
- B. Policy & Procedure Employee Manual: Policies 2170 & 5201
- **Motion by Riechel, 2nd Wykoff to approve District Policies 2170 and 5201, passed by a 16-0 vote of the Board.**
- C. District Policy Manual, Policy 6020
- **Motion Wykoff, 2nd Maynard to approve District Policy Manual 6020, passed by the Board 17-0**
- D. Laboratory PCR Cabinets for the Laboratory
- **Motion by Seifer, 2nd Cairo to approve B-K Mills cabinet installation for the Laboratory costing \$10,450; passed by the Board 17-0.**

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

New Committee assignments were finalized by President Rutherford and will be included in the February Board packet.

- A. **Environmental/Public Outreach Committee: *Donna Rutherford Chair***- Did not meet last month.
- B. **Finance Committee: *Rick Wykoff Chair*** – Met and considered options for CALPERS health benefits program, earthquake insurance, reserve structure policy, midyear financial forecast, and OPEB actuarial study among other items.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- next meeting will be determined by the availability of the Finance Director.
- D. **Manager Evaluation Committee, *new Chair Steve Hedlund***; Meeting TBA.
- E. **Policy Committee: *Robert Riechel Chair***: Manager Gay will present policies to be reworked and updated by the committee after County Counsel approval. Next meeting TBA.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through November. The budget was above the 42% year projection due to some seasonal expenditures and one-time fees. The District had \$4.7M in cash in the General and Capital Funds combined. Director Rodriguez requested that another credit card be issued to staff and the item will be added to next month's agenda for discussion. Details of the financial report were included in the Board's packet.
- **Action by Riechel, 2nd Ridgeway to approve the Financial Documents for fiscal year 2013-2014, July 2013 through November 2013, unanimously approved by the Board 17-0.**
- B. Mid-Year Review of the District Budget, approved by the Finance Committee, for the fiscal year 2013-2014 was presented.
- **Action by Riechel, 2nd Ridgeway to approve the Mid-Year Review of the District Budget for Fiscal Year 2013-2014, passed by the Board 17-0.**

11. MANAGER'S REPORT:

- A. Manager Gay indicated that a complete report of the activities is contained in the Board's packet which included the following items:
- Legislative update: Staff met with State Senator Jerry Hill and discussed the recent *Aedes aegypti* outbreak in Menlo Park; other discussion with local legislators to follow soon.
 - Mosquito and Vector Control Association of California (MVCAC): Legislative Day to be attended by Manager Gay and Assistant Manager Weber and an available trustee in Sacramento in March. Also discussed were AB 218 and SB 751.
 - 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 attending is Manager Gay and Assistant Manager Weber; Washington, DC Day will be May 5, 2014. Assistant Manager Weber and Trustee Scott will attend.
 - California Special District Association (CSDA): Meeting in Palm Springs this year primarily for new trustees.
 - Local Agency Formation Commission (LAFCO): Increased budget for the Districts.
 - District Program Updates- Among the items covered were: West Nile Virus, *Aedes aegypti*, adding three extra summer hires, Tick & Lyme disease program, continuing education, the district reimbursement of \$200,000 from former employee Dearman for the fraud case, and Assistant Manager Weber spoke about the *Culex pipiens* program and storm drain treatment.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustees Riechel and Maynard thanked staff for their great work and presentations at Trustee Field Day.
- Trustee Fuller thanked Legal Counsel for their work in obtaining restitution for the fraud case.
- Trustee Riechel requested that the suggested policy revision from James Counts be included in next month's meeting and agenda. President Rutherford stated since this was just given to the Board this evening, the item will be heard on a later date possibly through deliberation from the Policy Committee.

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

- President Rutherford announced the next scheduled Board meeting on February 12, 2014.

14. ADJOURNMENT:

- Meeting was adjourned at 8:02 PM.

There being no further business, the meeting was adjourned at 8:02PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on January 8, 2014.

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

Approved:

District Manager

Board President

Agenda Item # 8.A

REGULAR AGENDA

SUBJECT: HVAC Installation at Redwood City Facility.

RECOMMENDATION

Recommend the Board of Trustees approve Alternative Heating and Air Conditioning Solutions, INC. to install a 2 Ton Mitsubishi M-Series Cooling Only, Ductless Split System Air Conditioning Unit and all electrical connections at the Redwood City Facility.

BACKGROUND

The education and museum storage room at the Redwood City Facility requires a more stable ambient air temperature due to a 30 degree change in the ambient air temperature on a daily basis during this last summer season. A review of the room requirements has led to the need for installing a 2-ton capacity Mitsubishi M-Series Cooling Only, Ductless Split System Air Conditioning Unit.

The District contacted the following HVAC Contractors for a walk-through of the facility and requested bids from each contractor:

1. DENNCO
2. Western Allied
3. Thermal Mechanical

Since the first three bids were around \$7,500, the District posted the request for additional bids on the District's Bulletin Board and no additional bids were received by January 21th.

Background information on the initial three HVAC companies providing bids.

1. DENNCO is currently in contract with the District to provide the preventive maintenance to all District HVAC units.
2. Thermal Mechanical annually contacts the District requesting to provide bids on HVAC projects.
3. Western Allied came strongly recommended.

The bids for DENNCO and Western Allied were for installing the Mitsubishi M-Series System only. The bid from Thermal Mechanical was for installing the Mitsubishi System and all electrical connections.

- | | |
|-------------------|------------|
| 1. DENNCO | \$5,445.00 |
| 2. Western Allied | \$7,490.00 |

- 3. Thermal Mechanical \$9,335.00

The District then researched the internet for additional Diamond Certified HVAC contractors. Although Diamond Certified is for contractors performing work for residential properties the District felt there was a possibility those Diamond Certified contractors may work with Mitsubishi Ductless Split Systems on a commercial basis. The Diamond Certified HVAC Companies are rated the highest in quality in customer satisfaction and pass a 12 step company certification process. The following five HVAC companies have earned and maintained a Diamond Certified Rating in San Mateo County:

- 1. Alternative Heating & Air Conditioning Solutions Inc. (AH&ACS)
- 2. Bayhill Heat & Air
- 3. Bayside Mechanical, Inc.
- 4. Atlas Trillo Heating & Air Conditioning
- 5. Ortiz Heating and Air Conditioning

But only one worked with Mitsubishi M-Series Cooling Only Ductless Split Systems on a commercial basis and that company was willing to provide a bid before the Building Committee's meeting on January 24th. In addition, AH&ACS was a turnkey operation where they also perform the required electrical connections.

- 1. Alternative Heating & Air Conditioning Solutions Inc. (AH&ACS)
 - a. Mitsubishi install \$5,780.00
 - b. Electrical \$1,165.00
 - i. Total \$6,945.00

The District also contacted the following electrical contractors for a walk-through of the facility and requested bids from each contractor:

- 1. San Mateo Electric \$2,370.00
- 2. Foley Electric \$1,487.00
- 3. Bayshore Electric \$1,263.60

Once all the bids were received, the Building Committee met at the Redwood City property on January 24th to review the bids and discuss the work to be completed. Since Chair Dick Tagg was unable to attend Trustee Robert Riechel was requested to attend the meeting. President Rutherford was also invited but was unable to attend.

The Building Committee after a lengthy discussion on the electrical contractors decided:

- 1. San Mateo Electric proposal was eliminated due to high price.
- 2. Bayshore Electric proposal was eliminated due to comments during the interview phase and a serious concern on their ability to complete the electrical work as required.
- 3. Foley Electric proposal was acceptable.

The Building Committee after a lengthy discussion on the HVAC contractors decided:

1. Thermo-Mechanical proposal was eliminated due to high price.
2. Western Allied proposal was eliminated due to high price.
3. DENNCO proposal was acceptable.
4. Alternative Heating and Air Conditioning Solutions was acceptable.

The Building Committee then narrowed the HVAC and Electrical contractors down to two options:

1. Alternative Heating and Air Conditioning Solutions	Mitsubishi install	\$5,780
	Electrical install	\$1,165
	Total	\$6,945
2. DENNCO Foley Electric	Mitsubishi install	\$5,445
	Electrical installs	\$1,487
	Total	\$6,932

The Building Committee then wanted to verify all three contractors paid prevailing wages. The calls were made at the meeting and all paid prevailing wages.

The Building Committee then wanted to verify all three contractors repaired holes in drywall, damaged ceiling tiles etc. The calls were made and only Alternative Heating and Air Conditioning Solutions repaired any damage their contractors caused in their total dollar bid. The DENNCO/Foley Electric bid specifically stated that these costs were not included in their combined numbers.

The Building Committee then reviewed the proposals for warranties. It was noted:

1. Foley Electric agreed to warranty all workmanship and materials for one year.
2. DENNCO stated there are no warranties, expressed or implied, unless expressly set forth in this contract, and the contract contains the entire agreement of the parties.
3. Alternative Heating and Air Conditioning Solutions listed a Manufactures Warranty of 6 years parts and 1 year labor warranty on condensing unit, fan coils and installation.

Alternative Heating and Air Conditioning Solutions is located in Menlo Park.

ANALYSIS

The Building Committee after a spirited discussion decided it would be in the best interest to hire Alternative Heating and Air Conditioning Solutions and make this recommendation to the Board for approval. Although the two proposals were very close (cost wise), the following reasons were given for selecting Alternative Heating and Air Conditioning Solutions.

1. Diamond Certification verifies workers compensation, liability insurance, license verification, business practices, current complaints and legal & finance issues.
2. Repairs all damage to walls and ceiling tiles at no additional cost to the District.
3. Professionalism during the walkthrough.
4. Warranty listed in proposal.

IMPACT ON DISTRICT RESOURCES

The District has budgeted for this building repair in the Capital Fund 5428 A9 AD.

POLICY ISSUES

District Policy 6030 outlines bidding regulations.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

Public Notification was achieved by posting the agenda of the Building Committee on January 21st and posting the request for bids on January 10th.

ATTACHMENTS

1. DENNCO proposal.
2. Foley Electric proposal.
3. Alternative Heating and Air Conditioning Solutions proposal.
4. District Contract.

344-3843

DENSCO

912 WASHINGTON STREET, SAN CARLOS, CA 94070-5317
(650) 595-2088 - FAX (650) 595-1168 - LICENSE #279929

SERVICE WORK AUTHORIZATION

Date: **JANUARY 23, 2014**

Invoice To: **PAUL / ROBERT GAY
SM CO. MOSQUITO & VECTOR
1351 ROLLINS ROAD
BURLINGAME, CA**

Project: **BARRON & BAY
REDWOOD CITY**

The undersigned hereby authorizes DENSCO to furnish and install the following labor and material described below.

Problem:

Corrective action required:

**Install 2 Ton, "M" Series Cooling Only, Ductless Split System on wall.
Condenser will be located on other side of wall in the garage.**

Excluded: Overtime, permits, patch, paint and electrical power

The total contract price is: Total price not to exceed: **\$5,445.00**

Billing will be based on actual time and materials used.

IMPORTANT NOTE:

If after further testing and system operation, it is estimated that our costs will exceed the above figure, you will be notified before additional work is performed.

TERMS: NET 30 DAYS PRICE VALID FOR 30 DAYS

It is expressly agreed that the above described property shall be and remain personal property, and the title to same is hereby retained by DENSCO, and shall not pass to the purchaser until the full contract price has been paid. In case of default by the purchaser, of any of its obligations under this contract, and it is necessary that same be placed in the hands of an attorney for enforcement, purchaser agrees to pay all costs, including a reasonable attorney's fee. There are no warranties, expressed or implied, unless expressly set forth in this contract, and the contract contains the entire agreement of the parties. DENSCO is not required to furnish labor without charge for the replacement of defective materials or equipment. DENSCO shall not be liable for any delay, loss or damage caused by acts of God, strikes, accidents, or any other reason beyond its control.

PROPOSED BY: John Dennis

ACCEPTED BY: _____

COMPANY

DENSCO JANUARY 23, 2014

DATE

ESTIMATE #: 14-2005
 DATE: 1/7/2014
 PROJECT: SanMateo County - Mosquito & Vector Control
 890 Barron Ave Redwood City, CA
 ARCHITECT: N/A
 G.C: Paul Weber

We are pleased to provide a proposal to furnish and install a complete working electrical system pursuant to the criterion available at the date of this document. This proposal is inclusive of but not exclusive to the summary shown below. In addition we agree to warranty all workmanship and materials of one year from the date of substantial completion.

Install 20A 2 pole 240V circuit for Condensing Unit and Fan

#	Qty.	Description
	1	Run conduit and wiring for 20A 240V condensing unit
	1	Tie into existing 200A 120/240V panelboard
	1	Install 30A 240V disconnect @ condensing unit
	1	Run conduit and control wiring from condensing to fan.
	1	Test wiring to condensing unit and fan unit.
		\$ 1,487

Alternates N/A

#	Qty.	Description

Exclusions:

#	Qty.	Description:
	1	Drywall patch and repair.
	1	Ceiling tile repair and replacement
	1	Permit fee's
	1	Equipment installation & mounting (condensing & fan unit by others)



**Alternative
HVAC
Solutions**

ALTERNATIVE HEATING AND AIR CONDITIONING SOLUTIONS, INC.
HEATING AND AIR CONDITIONING SPECIALISTS

PROPOSAL/CONTRACT

San Mateo County Mosquito and Vector Control
Att: Paul Weber
RE: 890 Barron Ave. Redwood City
Cell 650-477-5052 pweberg@smcmad.org
Mitsubishi Heat Pump: 24,000 BTU unit for family room and kitchen

- PROVIDE AND INSTAL A 24,000- 2-ton . BTU Mitsubishi M-series WALL MOUNTED unit. Model # MSZGE24NA
 - The 2-ton capacity out door unit Model MUZGE24NA TO BE SET AT inside adjacent ware house. Secure condenser to concrete.
 - Run electrical to condenser from main electrical panel, a 30-amp 220 volt dedicated circuit. Cutler Hammer 220 30-amp breakers to be used.
 - Provide electrical to indoor fan coil unit. Provide control wiring from condenser to indoor fan coils.
 - Line set to be exposed going from outdoor unit to indoor unit. Provide labor and materials to cover the line sets where exposed on the side wall with 3x4 down spout material.
 - Provide condensate lines to outside side yard. A condensate pump will need to be used.
 - Provide wireless hand held or wall mounted SP controller
 - Permits and fee's by owner.
- Start system and check for safe and proper operation.

PROPOSAL: Mitsubishi install \$5,780.00
Electrical \$1,165.00

TOTAL PROPOSAL \$6,945.00

Manufactures Warranty:
6-year parts and 1-year labor warranty on condensing unit, fan coils and installation.

Thank you for contacting ALTERNATIVE HEATING AND AIR CONDITIONING SOLUTIONS, INC.
We look forward to working with you on this project.

Sincerely, Michael A. Rebholtz

We accept your proposal:

Customer: _____ Date: _____

Payment terms

10% down with 40% upon delivery of equipment and balance upon completion.

The signing of this document by both parties reflects agreements by both parties to perform the work as noted and remit payment as agreed.

Customer retains the right to terminate this agreement up to 3 days after the signature date.

**AGREEMENT BETWEEN
THE SAN MATEO DISTRICT MOSQUITO AND VECTOR CONTROL DISTRICT
AND
ALTERNATIVE HEATING AND AIR CONDITIONING SOLUTIONS, INC.
FOR INSTALING A MITSUBISHI M-SERIES AIR CONDITIONING UNIT**

THIS AGREEMENT is entered into as of February 13, 2014, by and between the San Mateo District Mosquito & Vector Control District (the "District") and **ALTERNATIVE HEATING AND AIR CONDITIONING SOLUTIONS, INC.**, ("Contractor").

W I T N E S S E T H:

WHEREAS, the District desires to install a Mitsubishi M-Series 2-ton cooling only, ductless, split system air conditioning unit at the Redwood City facility (the "Project").

WHEREAS, Contractor has indicated that it has the necessary and required experience and capacity to provide the professional air-conditioning and electrical services desired by the District for the Project.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor agrees to and shall provide and install a 24,000, 2-ton, BTU Mitsubishi M-Series Model # MSZGE24NA and a 2-ton capacity Model MUZGE24NA to be positioned inside warehouse. Run all electrical lines and install a 30-amp 220 volt circuit and a Cutler Hammer 220 30-amp breaker. Provide wireless handheld and/or mounted SP controller. Proposal lists additional electrical and condensate lines detail.

2. Basic Compensation

In consideration of the services described above, District shall compensate as follows:

The installation of the Mitsubishi is for \$5,780 and the electrical work for \$1,165 for a total cost of \$6,945.00. This total includes all taxes and all work to install or re-install removed ceiling tiles. Contractor will pay prevailing wages and furnish supporting paperwork, if requested. Manufactures Warranty: 5-years parts and 1-year labor on condensing unit, fan coils and installation. Payment terms: 10% down with 40% upon delivery of equipment and balance upon completion all based on the District's cash disbursement process.

3. Additional Services

No additional Services.

4. Payment

District shall make payment to Contractor within 30 days of receipt of an invoice from Contractor based on the rates and amounts set forth herein. The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall the District's total fiscal obligation under this Agreement exceed \$8,000.

5. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the District and that Contractor acquires none of the rights, privileges, powers, or advantages of District employees.

6. Hold Harmless

To the full extent permitted by law, Contractor shall indemnify and save harmless District, its officers, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, its officers, employees and servants, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with applicable laws, or (D) any other loss or cost resulting from Contractor's negligent or reckless acts or omissions or willful misconduct in connection with the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

The obligations set forth in this section shall continue beyond the term of this Agreement as to any act or omission, which occurred during or under this Agreement.

7. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of District. Any such assignment or subcontract without the District's prior written consent shall give District the right to automatically and immediately terminate this Agreement.

8. Insurance

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the District and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the

District with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the District of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and will comply with such provisions before commencing the performance of the work of this Agreement.

- (2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability \$ 1,000,000
- (b) Motor Vehicle Liability Insurance \$ 500,000
- (c) Professional Liability \$ 1,000,000

District and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the District at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

9. Compliance with laws; payment of Permits/Licenses

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, District, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

In the event of a conflict between the terms of this agreement and State, Federal, District, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

10. Contractor Liability Limitation

Contractor shall not be responsible for any costs that result from concealed conditions or any other conditions that are beyond the control of Contractor or for costs of services not described or contemplated herein that would not reasonably be expected to be considered as part of a normal services or process. Any costs for such liabilities charged or assessed to Contractor, shall be reduced by the difference between fixed fee and the actual amount paid to Contractor, such that the total liability of Contractor for any such costs shall be limited to the amount of the fee actually paid.

11. Hazardous Materials

Contractor shall have no responsibility for the discovery, presence, handling, removal and disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

12. District Provided Information

District shall use its best efforts to provide complete, accurate, and timely information regarding requirements for the Project. District shall examine documents or other instruments of service submitted by Contractor in a timely fashion and shall render any decisions necessary promptly in order to avoid unreasonable delay.

13. Waiver

Failure of a party to enforce a right under this Agreement will not act as a waiver of that right or the ability to later assert that right relative to the particular situation involved.

14. Uncontrolled Conditions

Neither party shall hold the other responsible for damages or delay in performance caused by natural disasters, strikes, lockouts, accidents or other events or conditions beyond the other party's control.

15. Merger Clause

This Agreement, including any Exhibits attached hereto or incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

16. Controlling Law

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

17. Notices

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when hand delivered, addressed to:

In the case of District, to:

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

In the case of Contractor, to:

Alternative Heating and Air Conditioning Solutions, Inc.
104 Constitution Drive, Suite 1
Menlo Park, CA 94025
Attention: Michael A. Rebholtz

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands to this Agreement for February 13, 2014.

**SAN MATEO COUNTY MOSQUITO AND
VECTOR CONTROL DISTRICT
[District]**

By: _____

Date: _____

**ALTERNATIVE HEATING AND AIR
CONDITIONING SOLUTIONS, INC
[Contractor]**

By: Michael Rothberg

Date: 1-30-14

Agenda Item # 8.B

REGULAR AGENDA

SUBJECT: District Policy Manual.

RECOMMENDATION

Recommend the Board of Trustees approve the following revised District Policies; 1030 – **Conflict of Interest**, 1050 – **Service Abatement Contracts**, 1070 – **Special Mosquito Control Tax**, 2090 – **Equal Employment Opportunities**, 2130 – **Employment Hiring Practices**, 2140 – **Retirement Age**, 2150 – **Employee Certification**, 2170 – **Workplace Condition Complaint by an Individual or Employee Association**, 6030 – **Expense Authorization**, and Employee Manual 2160 – **Separation from District Employment**.

Recommend the Board of Trustees terminate District Policy 2080 – **Health Examinations**.

BACKGROUND

The Policy Committee met on January 29th with Legal Counsel Thompson, President Rutherford, Manager Gay, and Finance Director Rodriguez and completed work on the following policies and is now able to send them to the Board for approval at their February Board meeting.

1030 - Conflict of Interest. This policy has to be reviewed every two years and the Policy Committee and legal counsel are recommending no changes.

1050 – Service Abatement Contracts. The Policy Committee and legal counsel are recommended no changes.

1070 – Special Mosquito Control Tax. The Policy Committee and legal counsel are recommending some minor edits including the moving of public hearings to June.

2090 – Equal Employment Opportunities. The Policy Committee and legal counsel are recommending the following edits to stay current with State and Federal laws.

2130 - Employment Hiring Practices. The Policy Committee and legal counsel is recommending some minor editorial changes.

2140 - Retirement Age. The Policy Committee and legal counsel reviewed the comments requested and received by the Executive Director; SamCERA and is recommending the following edits to remain current with employment retirement law.

2150 – Employee Certification. The Policy Committee and legal counsel reviewed the comments requested and received from Education Coordinator, Michael Niemela, CDPH-VBDS, and is recommending the following edits to remain current with certification requirements.

2170 – Workplace Condition Compliant by an Individual or Employee Association. The Policy Committee and legal counsel are recommending the minor change of adding the Assistant Manager to the policy.

The Policy Committee and legal counsel after a detailed review discovered the policy on Health Examinations was considered redundant after reviewing the policies on Employment Hiring Practices and Drug and Alcohol Abuse.

2080 – Health Examinations. The Policy Committee and legal counsel are recommending the terminating of this policy. Contents of this policy are located in other policies and the committee and legal counsel are trying to eliminate redundancy.

The Policy Committee and legal counsel discussed the bidding process for attorneys and accountants in policy 6030.342, Expense Authorization. It was decided the current language was sufficient that bidding would not be required for the listed reasons but with the recommended edits allowing the Board to direct the bidding process for any service provider.

In addition, the Policy Committee all agreed with Trustee’s Wykoff recommendation that the Board should draft a separate policy with the hiring of a District General Legal Counsel and Auditor. It was noted, the February Board Agenda includes the approval of an RFP for hiring a General Counsel. The Policy Committee will bring this policy to the Board in the near future.

6030 – Expense Authorization. The Policy Committee and legal counsel are recommending the minor changes to 6030.342 and the increasing of petty cash to \$400.

The Policy Committee and legal counsel discussed the dismissal process for the District Manager outlined in the Employee Manual Policy 2160.33. The committee and District Manager is recommending the dismissal of the District Manager be reduced from the current 90% of Trustees to a simple majority of all Trustees.

2160 – Separation from District Employment. The Policy Committee is recommending the change to the dismissal of the District Manager.

IMPACT ON DISTRICT RESOURCES

Changes to these policies will not have a financial impact on District resources.

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. Conflict of Interest, Policy No. 1030.
2. Service Abatement Contracts, Policy No. 1050.
3. Special Mosquito Control Tax, Policy No. 1070.
4. Equal Employment Opportunities, Policy No. 2090.
5. Employment Hiring Practices, Policy No. 2130.
6. Retirement Age, Policy No. 2140.
7. Employee Certification, Policy No. 2150.
8. Workplace Condition Complaint by an Individual or Employee Association, Policy No. 2170.
9. Expense Authorization, Policy No. 6030
10. Health Examinations, Policy No. 2150.
11. Separation from District Employment, Employee Manual Policy No. 2160.



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

POLICIES AND PROCEDURES

TITLE: Conflict of Interest

NUMBER: 1030

1030.10 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendix A in which members of the Board of Trustees and certain employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the San Mateo County Mosquito and Vector Control District.

1030.20 Pursuant to the Political Reform Act and its regulations, all designated employees and the Board of Trustees shall file statements of economic interests with the San Mateo County Mosquito and Vector Control District Board Secretary, who shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body. The San Mateo County Mosquito and Vector Control District shall retain such statements of economic interest and make them available for public inspection and reproduction pursuant to Gov. Code Section 81008.

1030.30 Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the San Mateo County Mosquito and Vector Control District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

Issued: August 25, 1987

Revised: May 29, 2012

Legal Review: ~~May 29, 2012~~ January 29, 2014

Board Reviewed: February 12, 2014

APPENDIX - A

Conflict of Interest Code Designated Positions and Disclosure Statements

Designated Position. The positions listed below include those persons who are deemed to make, or participate in the making of decisions that may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

Designated Positions

Disclosure Category

Members of the Board of Trustees	1, 2, 3 & 4
Manager	1, 2, 3 & 4
Assistant Manager	1, 2, 3 & 4
Finance Director	1, 2, 3 & 4
Accountant	1, 2, 3 & 4
Operations Supervisor	1, 2, 3 & 4
Laboratory Director	1, 2, 3 & 4
Vector Ecologist	1, 2, 3 & 4
Consultants *	

Disclosure Categories

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

- * Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation.

The District Manager may determine in writing that a particular consultant, although within a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section.

Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The District Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.



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

POLICIES AND PROCEDURES

TITLE: Service Abatement Contracts

NUMBER: 1050

1050.10 The District Manager will pursue a “Service Abatement Contract” policy with property owners, when, as determined by the District, all reasonable control and corrective measures have been exhausted, or that, in the opinion of the Board of Trustees, there are excessive costs to the District due to repetitive efforts to prevent or eliminate mosquito production.

1050.20 If found advisable to carry out this policy, the Board of Trustees authorizes the Manager to negotiate contracts on behalf of the District.

1050.30 Copies of Service Abatement Contracts are retained in the Administration office.

Issued: July 10, 2002

Reviewed: January 29, 2014

Legal Review: January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: Special Mosquito Control Tax

NUMBER: 1070

1070.10 The Special Mosquito Control Tax was approved by 13 cities on November 2, 1982.

1070.20 Each parcel of real property in the 13 cities will be apportioned a tax up to \$3.74 regardless of its land value, location, size, or exemption status.

1070.21 Parcels exempted from the Special Mosquito Control Tax are government, education, religious, and parcels with assessed value of less than \$500. See Appendix 1070.

1070.30 The cost and benefit of mosquito control service is equally distributed to all real property owners, regardless of land use.

1070.40 Large or chronic producers of mosquito sources will be charged directly through abatement procedures.

1070.50 In ~~July~~June, during a public hearing, the Board of Trustees will, by resolution, adopt a special tax in order to maintain an adequate funding level for mosquito control service. ~~If adopted, the~~ resolution will fix the amount of the special tax for mosquito control.

1070.60 A copy of the resolution will be posted in an area viewable by the public such as the Boardroom door, outside media center, District lobby, or website. At least fifteen days prior to the date of the public hearing, notice of the resolution will be published at least once in the San Mateo County Times, a newspaper of general circulation in the District.

1070.70 In ~~July~~June, during a public hearing, the Board of Trustees will establish, by resolution, to direct the County to collect the special mosquito tax charges.

1070.71 The Board ~~also resolves, that shall provide~~ the County Controller of San Mateo County ~~shall, upon notification, enter~~ the amounts of charges against the respective lots or parcels as they appear on the assessment roll for the

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designated fiscal year. If errors or corrections are required, the District Manager of the San Mateo County Mosquito and Vector Control District is authorized to approve corrections of the assessment tax roll.

Issued: June 11, 2003
Revised: ~~May 20, 2008~~ January 29, 2014
Legal Review: January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: ~~_____~~ **Health Examinations**

NUMBER: ~~_____~~ **2080**

~~2080.10~~ Following an offer of full time employment by the District Manager, new employees are directed to receive a physical examination at the District's expense, in the interest of general health and safety.

~~2080.11~~ Prior to conducting the examination, the physician will be supplied with a description of the physical requirements and working conditions of the position.

~~2080.12~~ Refusal to participate in the examination and testing will mean termination.

~~2080.13~~ If a new employee fails the physical examination, the District will review the positions physical requirements and working conditions to determine if employment should continue into the required six month probationary period.

~~2080.20~~ The District is concerned about the use of alcohol, illegal drugs or illegal controlled substances as it affects the workplace. The District's Policies and Procedures Employee Manual has a detailed policy on Drug and Alcohol Abuse Number 2220.

~~2080.21~~ The District may require a fitness for duty physical, which can include drug and alcohol testing.

~~2080.30~~ Health insurance groups and retirement plans may require employees to obtain a current physical exam. If required, the employee is responsible for paying for these examinations.

~~2080.40~~ In the event an employee is injured on the job, the Vector Control Joint Powers Agency (VCJPA) Workers Compensation Program may require the injured employee to obtain a physical examination.

Issued: ~~_____~~ **March 12, 2003**

Revised: ~~_____~~ **June 25, 2008**



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

POLICIES AND PROCEDURES

TITLE: Equal Employment Opportunities

NUMBER: 2090

2090.10 It is the policy of the District that there shall be no discrimination based upon race, color, creed, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), religion (includes religious dress and grooming practices), marital status, age (40 and above), national origin (includes language use restriction), ~~or~~ ancestry, physical or mental disability (including HIV and AIDS), medical condition (genetic characteristics, cancer or a record or history of cancer), genetic information, gender, gender identity, and gender expression, sexual orientation, or any other consideration made unlawful by federal, state or local laws. This applies to all personnel actions, including recruitment, appointment, performance evaluation, promotion, the granting of leave, and any disciplinary or grievance action.

~~**2090.20** — The District's Policies and Procedures Employee Manual Equal Employment Opportunities Number 2000 reviews in detail the District's declaration and pledge to assure equal opportunity.~~

Issued: March 12, 2003

Revised: ~~July 16, 2008~~ January 29, 2014

Legal Review: January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: Employment Hiring Practices

NUMBER: 2130

2130.10 The purpose of this policy is to provide proper procedures for screening applicants, investigating a candidate's references and statements on the employment application, and conducting the hiring interview.

2130.20 Employment applications are provided to any individual requesting an application, whether or not a job opening is available. (See appendix 2130) All applications will be kept on file for two years from the date received at the District. After passage of two years, applications for individuals not hired will be shredded and disposed of.

2130.21 Application forms will conform to federal and state laws. Information elicited on applications shall be related to the job requirements and/or relevant qualifications, legitimate business necessity, or necessary for identification and verification purposes. The District shall not inquire as to, request or require applicants to identify or disclose, or base any hiring decision on, the applicant's status as a member of a protected class under federal or state discrimination laws as part of the application process.

2130.22 Applications cover, but are not limited to:

Position being applied for
Name, Address, Social Security and Driver's License information
Educational Background
Previous work experience
Personal and business references
Extra-curricular activities, interests and hobbies

2130.30 When a position becomes available, the notice of the open position will be posted at the District office and on the District website with a detailed job description. If needed, a "Help Wanted" advertisement will be submitted to the local paper, internet advertising sites, community colleges, County offices and at other districts. A position description will describe the job in detail.

2130.31 The position description will detail job duties including, but not limited to:

- Physical or behavioral requirements
- Daily and periodic routine functions
- Environmental conditions
- Level of authority and reporting relationships
- Wage and hour information
- Minimum qualifications, including educational background and experience, if applicable

The District is an Equal Employment Opportunity Employer.

2130.40 In determining an applicant's qualifications, references will be verified. Verification may be performed by a qualified outside contractor of employment verification services. Questions relating to job performance, positions held, verification of employment dates, reliability, and involvements in any violent or harmful conduct, dishonesty or other potential problem areas related to the candidate's former employment conduct are acceptable areas of inquiry, unless otherwise prohibited by law or regulation. All information given should be well documented and comply with all legal requirements. A release of reference information must be provided on the application and signed by the employment candidate.

2130.41 As a condition of continued consideration in the application process, applicants must grant permission to the District in writing to allow screening and verification procedures. These screening and verification procedures may, to the extent permitted by law and regulation, including—include but not be limited to, verification of immigration status, military discharge, criminal record, and, as deemed by the District to be a business necessity for the position applied for: drug testing (e.g., mandatory for safety-sensitive positions such as jobs requiring driving a motor vehicle or operating machinery), physical exams, fingerprinting, department of motor vehicle records, educational transcripts and credit history. The District may ~~determine—additional~~determine additional areas of screening and investigation are required by business necessity, and such additional screening shall be disclosed by the District and agreed to by the candidate in writing. Refusal by the employment candidate to allow any screening or investigation required by the District in accordance with this policy shall constitute a basis to discontinue consideration of the candidate for the employment ~~application process~~.

2130.50 The District Manager shall appoint a hiring committee Chairperson and committee members. Once a candidate is selected for an interview, a letter stating the time and place for the interview will be mailed to the candidate. During the interview process, each interviewee will be asked a substantially similar series of questions, and written notes of the interviewee's responses will be taken by a designated member of the committee and maintained as part of the application file.

2130.60 At the completion of all interviews, the hiring committee members will confer and a decision based on observations, qualifications, criminal and civil background check,

thorough reference check of all employers and information provided, and experience will be made. At its discretion, the hiring committee may convene an additional round of interviews if more information is needed to narrow the field.

2130.61 Once a candidate has been selected, the applicant will be contacted to make an offer of employment on behalf of the District. If accepted, a letter will be mailed confirming the position acceptance, ~~and remaining~~ and remaining candidates will be notified in writing that the position has been filled. If the offer of employment is not accepted, the hiring committee may, in its discretion, extend an offer of employment to another qualified candidate without further interviews.

Issued: May 14, 2003

Revised: ~~February 22, 2012~~ January 29, 2014

~~Reviewed by Legal Counsel~~ Legal Review: February 17, 2012 January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: Retirement Age

NUMBER: 2140

2140.10 Staff members are required to meet the qualifications of the position for which they were hired, as stated in Policy 2100-Job Descriptions.

~~**2140.20** — The San Mateo County Board of Supervisors Resolution No. 38517 amended the mandatory retirement age of 70 by extending the retirement on a year to year basis upon the certification of competence of the individual to the County Treasurer's office. The certification procedure must be followed each year.~~

2140.3020 The District does not have a mandatory retirement age.

Issued: June 11, 2003

Revised: January 29, 2014

Legal Review: January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: Employee Certification

NUMBER: 2150

2150.10 The California Health and Safety Code §106925 (a) requires every governmental agency employee who handles, applies, or supervises the use of any pesticide for public health purposes to be certified by the Vector-Borne Disease Section of the California Department of ~~Health Services~~Public Health (~~CDHS~~CDPH) as a Certified Vector Control Technician.

2150.20 CDPH is required to establish minimum standards for continuing education for all Certified Vector Control Technicians and other certified District employees. Minimum standards are outlined in the current version of the California Vector Control Technician Certification and Continuing Education Guidelines.

2150.30 All District Full-Time employees with the exception of Administrative staff, who handle, apply, or supervise the application of any pesticide, as part of their official duties, must obtain the following certifications:

2150.31 Category “A” – ~~Core~~Pesticide Application and Safety Training

2150.32 Category “B” – ~~Mosquito Control~~The Biology and Control of Mosquitoes

2150.33 Category “C” – ~~Terrestrial—Invertebrate—Vector Control~~Arthropods of Public Health Significance

2150.34 Category “D” – ~~Vertebrate—Vector Control~~Public Health Significance

2150.40 District employees requiring certification must complete Category “A” and Category “B” within the first year of employment. The District will complete all applications and allow the employee to utilize both testing dates during the first year.

2150.50 District employees requiring certification must complete Category “C” and Category “D” within the first two years of employment. The District will complete all applications and allow the employee to utilize both testing dates during the first two years.

2150.60 ~~CDHS-CDPH~~ Vector-Borne Disease, ~~Vector-Director~~Chief or the District Manager ~~and~~ may deny, suspend, or revoke any certification for any of the following reasons:

2150.61 Failure to adequately supervise the use of a restricted material.

2150.62 Failure to obtain a restricted material permits when required.

2150.63 Failure to comply with any applicable provision of Division 6 or 7 of the California Food and Agricultural Department Code or regulations adopted pursuant to this provisions.

2150.64 Failure to record each restricted material use and submit such record as required by law or regulation.

2150.65 Making any false or fraudulent record.

2150.66 Operating in a faulty, careless, or negligent manner.

2150.67 Failure to qualify by examination.

2150.70 Any action to deny, suspend or revoke such certificate shall be heard under the California Health and Safety Code Administrative Procedures Act, Chapter 5; provided, however if the ~~CDHS-Director~~CDPH Chief finds that the protection of the public welfare or safety requires immediate action, he or she may, without hearing, temporarily suspend or condition the certificate and shall forthwith schedule the matter for hearing. The ~~CDHS-Director~~CDPH Chief may terminate such temporary suspension or condition upon corrective action, as he or she deems satisfactory to assure compliance with the requirements of the law and the regulations.

2150.80 All certified District employees who independently handle, apply, or supervise the application of any pesticide as part of their official duties, shall obtain the following continuing education units (CEU), within each two-year period, following initial date of certification.

2150.81 Category "A" 12 CEU

2150.82 Category "B" 8 CEU

2150.83 Category "C" 8 CEU

2150.84 Category "D" 8 CEU

~~2150.90~~ Failure to attain minimum CEU in any specialty area shall result in the downgrading of certification in the specialty in which the certified District employee is delinquent.

~~2150.10090~~ If the Category “A” is delinquent, all of the specialty certificates shall be downgraded.

~~2150.110100~~ A District employee’s certification may not be downgraded during the first six months following the CEU due date, depending upon evaluation of the circumstances and prior approval by the CDHS Director. Failure to attain minimum CEU in any specialty area shall result in the downgrading of certification in the specialty in which the District employee is delinquent; however, the employee has a six month grace period to obtain the necessary CEU to maintain his/her certification before he/she is relegated to Limited Status. Failure to complete the minimum continuing education unit requirement during the grace period shall result in permanent downgrading.

~~2150.120110~~ If downgraded, a District employee may not independently handle or apply pesticides as part of their official duties, except under the direct supervision of a Certified District employee, until re-certified.

~~2150.130120~~ Reinstatement to certified status is subject to the approval of the ~~CDHS Director~~ CDPH Chief upon proof of minimum CEU accrual and proof of payment of all current and overdue fees.

~~2150.140130~~ Downgraded District employees unable to upgrade their certification in the allowable time will be terminated from District employment.

~~2150.150140~~ The District will pay all annual certification fees.

~~2150.160150~~ The District is responsible for documenting the training units accrued by each certified District employee. As required by the ~~CDHS~~ CDPH ~~Director~~ Chief, the District shall maintain an individual log.

Issued: ~~October 8, 2003~~

Revised: January 29, 2014

Legal Review: January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: Workplace Condition Complaint by an Individual or Employee Association

NUMBER: 2170

2170.10 The method of resolving complaints of workplace conditions shall be as follows:

2170.11 The individual or Employee Association with a complaint shall first discuss the matter with their Supervisor (or other responsible employee) with the objective of resolving the matter informally. The Supervisor may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the Supervisor may be requested by the individual or Employee Association filing the complaint.

2170.12 If the individual or Employee Association registering the complaint is not satisfied with the disposition of the complaint by the Supervisor, the complaint may be filed in writing with the Assistant Manager. Within a reasonable time, the Assistant Manager shall meet with the person or Employee Association President filing the complaint to resolve the matter. At the option of the Assistant Manager, he may conduct conferences and take testimony or written documentation in the resolution of the complaint similar to the Supervisor's investigation. A written decision from the Assistant Manager may be requested by the individual or Employee Association filing the complaint.

2170.12 If the individual or Employee Association registering the complaint is not satisfied with the disposition of the complaint by the Assistant Manager, the complaint may be filed in writing with the District Manager. Within a reasonable time, the District Manager shall meet with the person or Employee Association President filing the complaint to resolve the matter. At the option of the District Manager, he may conduct conferences and take testimony or written documentation in the resolution of the complaint similar to the Supervisor's investigation. A written decision from the District Manager may be requested by the individual or Employee Association filing the complaint.

2170.13 If the individual or Employee Association filing the complaint is not satisfied with the disposition of the matter by the District Manager, a written complaint may be filed with the Board of Trustees within ten (10) days of receiving the District Manager's decision. The Board President will bring the matter to the attention of the Trustees at the next available regularly scheduled meeting, or call a special meeting. The President of the Board will expeditiously ~~resolve the matter by~~ assigning the workplace condition complaint to the District Policy Committee. The District Policy Committee, may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The District Policy Committee will make the decision and report to the individual or Employee Association in writing if requested.

2170.14 If the District Policy Committee does not resolve the complaint of the individual or Employee Association, this policy is no way prohibitive or is intended to deter a member of the public or staff member from appearing before the Board of Trustees to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board. Prior to appearing before the Board of Trustees all other attempts to resolve the complaint must be completed.

Issued: ~~_____~~ **April 12, 2000**
Revised: January 29, 2014
Legal Review: January 29, 2014



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

POLICIES AND PROCEDURES

TITLE: Expense Authorization

NUMBER: 6030

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

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

6030.30 BIDDING REGULATIONS

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

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

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

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

6030.341 Emergency situation exists;

6030.342 Retaining the specialized services of professionals, such as scientists, engineers, attorneys, or accountants although the Board may direct the bidding process for any service provider;

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

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

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

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

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

6030.37 The contract shall be awarded to the lowest responsible bidder, except as otherwise provided. If two or more bids are the same, the District may accept any such bid. In its sole discretion, the District may reject any and all bids received and it may readvertise for bids or have District staff perform such work.

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

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

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

6030.51 The petty cash fund shall have a balance-on-hand maximum of \$~~200~~400.

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

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

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

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

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

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

6030.60 Emergency purchases may be made by designated purchasing agents when the District Manager is not immediately available and the item or items so purchased are immediately necessary for the continued operation of the District, or are

immediately necessary for the preservation of life or property. Such emergency purchases shall be subsequently approved and confirmed by the District Manager, or if he refuses such confirmation, the Board of Trustees may subsequently approve and confirm such purchases. Unless such purchases are so approved and confirmed by either the District Manager or the Board of Trustees, the costs shall not constitute a legal charge against the District.

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

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

Issued:	September 11, 2002
Revised:	February 13, 2013 <u>January 29, 2014</u>
Legal Review:	February 13, 2013 <u>January 29, 2014</u>



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

POLICIES AND PROCEDURES
EMPLOYEE MANUAL

TITLE: SEPARATION FROM DISTRICT EMPLOYMENT

NUMBER: 2160

2160.10 Resignation: To leave District service in good standing, an employee must file a written notice of resignation (form) with the District Manager at least thirty- (30) days before the effective date. The District Manager, may, however, grant good standing resignation with less notice if he/she determines the circumstances warrant. Filed resignation may not be withdrawn without District Manager's approval.

2160.11 All Districts owned property (vehicles, keys, phones, uniforms, identification badges, credit cards, etc.) must be returned immediately upon resignation/termination of employment.

2160.20 Layoffs: Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may layoff employees, abolish any position of employment, and the employee holding such position may be laid off or demoted. Layoff reductions and demotions ordered by the Board of Trustees shall be carried out under the direct supervision of the District Manager.

2160.21 Employees to be laid off shall be given at least thirty- (30) calendar day's prior written notice. The notice shall contain the effective date of layoff, the reason for layoff and any displacement rights, which may be available to the employees under this policy.

2160.22 Except as otherwise provided, whenever there is a reduction in the work force, the District Manager shall first demote to a vacancy, if any, in a job classification for which the employee, who is the latest to be laid off, is qualified.

2160.23 An employee affected by layoff may have displacement rights to displace an employee who has less seniority in a job classification that the employee has

previously occupied or supervised. For the purpose of this policy, seniority includes all periods of full-time service at or above job classification being considered with the District.

2160.24 In order to retreat to a former job classification, an employee must request displacement action in writing to the District Manager within five (5) working days after receipt of the layoff notice.

2160.25 Employees retreating to a job classification shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2160.26 If two employees occupy the same job classification, then employees shall be laid off according to the employment status in the following order: temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the District Manager. In cases where there are two or more regular full-time employees, which occupy the same job classification from which the layoff is to be made, such employees shall be laid off in order of their job performance as determined by the supervisor and if necessary by seniority.

2160.27 In cases where there are two or more regular full-time employees, which occupy the same job classification and with the same date of hire from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filed at least 60 days prior to layoff as follows:

2160.271 See Employee's performance evaluations. When none of the above criteria identify the layoff procedure, then the District Manager, with input from the Supervisor will make the decision.

2160.28 Regular full-time employees who are subject to layoff separation will be entitled to one (1) month's severance pay and the District shall pay health and dental benefit premiums for one (1) month.

2160.30 Dismissal: The District Manager, for cause, may dismiss a full-time employee at any time, after consulting with District Counsel.

2160.31 The following illustrate some of the offenses that constitute sufficient cause for dismissal:

- 2160.311** Conviction of a felony.
- 2160.312** Fraud in securing employment.
- 2160.313** Misappropriation of District funds or property.
- 2160.314** Intentional or gross misconduct.
- 2160.315** Failure to respond or improve regarding an item specified in Policy 7020 "Causes for Disciplinary Action," after an evaluation or corrective action plan has failed to produce an improvement to performance.
- 2160.316** Inability to perform job duties.

2160.317 Refusal to carry out legal orders from higher authority or misconduct toward another employee.

2160.32 A probationary employee may be dismissed at any time with or without cause during a probationary period without right of appeal or hearing. In case of such dismissal, the District Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District Service.

2160.33 Dismissal of the District Manager shall only be made at a closed session of the Board of Trustees in which at least 90% a majority of the Trustees support the dismissal.

2160.34 All employees shall be provided with a notice of dismissal. The District Manager or Board President shall prepare this notice after consultation with District Counsel. Procedures outlined in Series 7000.

2160.40 Re-employment Procedures: The names of persons laid off or demoted, in accordance with this policy, shall be entered upon a re-employment list. The District Manager shall use the re-employment list when a vacancy arises in the same job classification before certification is made from an eligibility list. Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to regular full-time position of the same level as that from which they were laid off, upon such appointment, be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the District Manager, the list may be extended for an additional year.

2160.41 Before hiring new employees from outside the District, qualified employees separated within the past calendar year will be contacted for recall. Seniority will be considered as one of the primary selection criteria for re-employment. The name of each employee who is laid off will be placed on the eligibility list for re-employment for one (1) calendar year. An employee to be recalled will be notified by certified letter sent by the District. The employee should contact the District within five (5) working days to make satisfactory arrangements for return to work. If the employee fails to contact the District within this time period, recall rights will be considered terminated. At the discretion of the District Manager, the five (5) working day period may be extended.

Issued: _____ November 13, 1990

Revised: _____ ~~June 13, 2007~~ January 29, 2014

Legal Review: January 29, 2014

Agenda Item # 8.C

REGULAR AGENDA

SUBJECT: Request for Proposal for General Counsel Services.

RECOMMENDATION

Recommend the Board of Trustees approve the submittal of the RFP for General Counsel Services to various legal firms and directing an Ad-hoc Legal Services Committee to perform the interviews and recommend to the Board at the June 11, 2014, Board meeting an attorney and legal firm to provide general counsel services.

BACKGROUND

The current general counsel service contract with County Counsel expires on June 30, 2014. Current contract is provided.

District Management has provided a "draft" Request for Proposal (RFP) for general counsel services.

President Rutherford is forming an Ad-hoc Legal Services Committee under the Chairmanship of Trustee Kati Martin, to perform the duties necessary to eventually lead to the hiring of a qualified attorney and/or law firm to provide legal services as General Counsel for the District. This process will include the release of a finalized RFP, selecting legal firms for receiving the RFP, preparing news release of the RFP, reviewing proposals, and then interviewing selected attorneys and/or legal firms. The committee will be expected to complete the process prior to June 1, 2014.

ANALYSIS

There is a requirement in the current contract with County Counsel that the District will notify County Counsel 90 days in advance by written notice of its intention to terminate the agreement. The District is providing notice to the County Counsel at this time that an RFP is being released and they will be able to submit a proposal. If they are not selected their services will terminate on June 30, 2014 unless other arrangements are authorized at the June Board meeting.

IMPACT ON DISTRICT RESOURCES

No fiscal impact expected for this fiscal year.

POLICY ISSUES

District Policy 6030 outlines bidding regulations.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTIFICATION

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

ATTACHMENTS

1. Current contract with County Counsel.
2. Request for proposal for General Counsel Services.

**AGREEMENT BETWEEN SAN MATEO COUNTY COUNSEL
AND
SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**

THIS AGREEMENT, entered into on November 14, 2012 by and between the SAN MATEO COUNTY COUNSEL, hereinafter referred to as "County Counsel," and the SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT, hereinafter referred to as "District;"

WITNESSETH:

WHEREAS, District desires to retain County Counsel to provide legal advice and representation and County Counsel is ready, willing and able to now provide such services upon request;

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions as hereinafter set forth, the parties hereto do hereby agree as follows:

1. County Counsel shall provide legal services and legal representation to District, including the handling of litigation, upon request of District. Litigation services shall not include litigation or other claims for which the District has insurance coverage.

2. In consideration for the provision of such legal services as herein described, District shall pay County Counsel for legal services under this agreement at the rate of \$192 per hour for fiscal year 2011-12, which will include but not be limited to time spent in trial or preparation therefore. For fiscal years 2012-13 through 2013-14, the District shall pay County Counsel at the County Counsel's then-current hourly rate which rate shall be transmitted to District no later than 90 days before the start of the fiscal year. Additionally, the District shall pay or reimburse the County Counsel for the actual costs of any out-of-pocket and extraordinary costs incurred by County Counsel in connection with the provision of its legal services (e.g.,

deposition costs, transcript costs, investigation fees, filing fees, extraordinary mailing or copying costs, etc.).

3. In performing the legal services herein agreed upon, County Counsel shall have the status of independent contractor and shall not be deemed to be an officer, employee or agent of the District.

4. Neither the County Counsel nor District shall assign any of their rights or obligations herein contracted for without the written consent of the other party.

5. County Counsel shall at all times keep a record of the services and time expended by County Counsel and County Counsel shall also make available to District for inspection purposes all of such records as maintained. District will pay upon billing by County Counsel based upon time and service previously rendered.

6. This term of this agreement shall be from July 1, 2011 through June 30, 2014. This agreement may be terminated by mutual agreement of the parties at any time and by the District annually as of June 30, provided that the District has previously given ninety (90) days' advance written notice of its intention to terminate the agreement.

7. It is recognized and agreed that the District may from time to time, or when the County Counsel has a conflict of interest or capacity problem, need to retain the services of specialized legal counsel. District reserves the right to retain such other legal counsel which in its sole discretion it determines is necessary. County Counsel shall provide such advice to the District regarding the retention of other legal counsel as the District may request, but in such circumstances shall be under no further obligation to provide legal service or advice regarding the matter being handled by such other legal counsel.

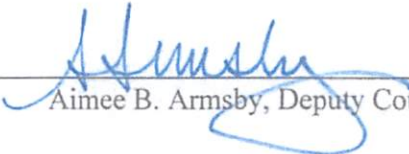
8. The District understands that the County of San Mateo is the County Counsel's primary client. Should there be a conflict between the District and the County of San Mateo in a matter, the District hereby consents to the County Counsel's withdrawal of representation of the

District in order for the County Counsel to represent the County of San Mateo in any such matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

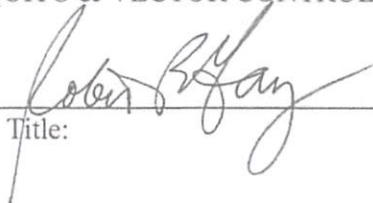
SAN MATEO COUNTY COUNSEL

Dated: Nov. 14, 2012

By 
Aimee B. Armsby, Deputy County Counsel

Dated: 11/14/12

SAN MATEO COUNTY
MOSQUITO & VECTOR CONTROL DISTRICT

By 
Title:

San Mateo County
Mosquito and Vector Control District
1351 Rollins Road
Burlingame, CA 94010
(650) 344-8592

San Mateo County Mosquito and Vector Control District

Request for Proposal

General Counsel Services

Date of Issuance: February 12, 2014

Submittal Deadline: April 1, 2014

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

I. INTRODUCTION

A. General Information

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

II. NATURE OF SERVICES REQUIRED

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

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

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

Duties and responsibilities shall include the following:

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

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

III. DESCRIPTION OF THE GOVERNMENT

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

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

B. Background Information:

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

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

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

VI. PROPOSAL REQUIREMENTS

A. General Requirements:

1. Response Requested:

Your proposal must provide the following information:

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

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

2. Submittal Requirements:

Your submittal must meet the following requirements:

1. **Number of Copies** – Submit two fully executed originals, clearly marked on the cover and four copies.
2. **Authorization** – The submittal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the submitter.
3. **Sealing and Delivery** – The submittal must be SEALED, marked CONFIDENTIAL, and RECEIVED on or before February 7, 2014 at 3:00 p.m. at the office of:
 - a. San Mateo County Mosquito & Vector Control District
 - b. Attn: District Manager
 - c. 1351 Rollins Road
 - d. Burlingame, CA 94010
4. **Compliance**
 - a. Failure to substantially comply with the requirements of this RFP may result in submitter's RFP submittal not being considered.
 - b. The District reserves the right to revise this RFP prior to the due date. Revisions to the RFP shall be mailed to all holders of record. The District also reserves the right to add or delete areas of expected legal advice and work as conditions change from time to time.
 - c. The District will answer questions submitted in writing in the form of Addendum to be issued to all holders of record no later than three (3) days prior to the submittal deadline.
 - d. The District reserves the right to extend the date by which the submittals are due.

3. Evaluation Criteria:

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

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

4. Selection Process:

Submit your written proposal by 3:00 p.m. on April 1, 2014 to:

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

The District will review the proposals and selected attorneys will be asked to participate in an interview. Interviews will commence in May 2014. The Board of Trustees will approve the final selection at the Board Meeting on June 11, 2014.

5. Questions:

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

6. Terms and Conditions:

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

Agenda Item # 8.D

REGULAR AGENDA

SUBJECT: San Carlos Wheeler Plaza Project

RECOMMENDATION

Recommend the Board of Trustees approve the Resolution M-008-14.

BACKGROUND

The District received from the City of San Carlos (attachment #1) a request for support and compensation agreement with the San Carlos Wheeler Plaza Project.

ANALYSIS

Analysis provided in the City of San Carlos Staff Report (attachment #2).

IMPACT ON DISTRICT RESOURCES

Fiscal impact provided in the Mosquito and Vector Control Exhibit B (attachment #5).

POLICY ISSUES

Policy directives outlined in the City of San Carlos Staff Report (attachment #2).

ENVIRONMENTAL REVIEW

District environmental review is not required.

PUBLIC NOTIFICATION

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

ATTACHMENTS

1. City of San Carlos letter dated January 21, 2014.
2. City of San Carlos Staff Report.
3. Resolution M-008-14.

4. Taking Entity Breakdown/San Carlos RDA.
5. Mosquito and Vector Control Exhibit B.

CITY OF SAN CARLOS



CITY COUNCIL

MARK OLBERT, MAYOR
RON COLLINS, VICE MAYOR
ROBERT GRASSILLI
MATT GROCOTT
CAMERON JOHNSON

CITY MANAGER

600 ELM STREET
SAN CARLOS, CALIFORNIA 94070-3085

TELEPHONE: (650) 802-4228
FAX: (650) 595-6729
<http://www.cityofsancarlos.org>

January 21, 2014

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

RE: San Carlos Wheeler Plaza Project – Request for Support and Compensation Agreement

Dear Mr. Gay:

In early 2013, the City of San Carlos negotiated a Disposition and Development Agreement (“DDA”) with Silverstone Development for the development of a mixed-use project, including residential and commercial condominiums and a public parking garage in downtown San Carlos, commonly referred to as the Wheeler Plaza Project (“Project”). The Project, including the transfer of five parcels, has been approved to the extent applicable by the City of San Carlos (“City”), the San Carlos Successor Agency and the San Carlos Oversight Board. The development of the Project has been a vision of the City for more than a decade and was chosen as one of the top five priorities in the Economic Development Plans adopted in 2007 and 2010. The City believes the development of the Project will not only enhance downtown San Carlos, but will produce significant revenues for all affected taxing entities.

Prior to the transfer of one particular property (1245 San Carlos Avenue) under the approved DDA, the State Department of Finance (“DOF”) requires approval of a Compensation Agreement by each of the 17 affected taxing entities. This requirement applies to taxing entities that share in any future residual property tax revenue generated by the former San Carlos Redevelopment Agency, including proceeds from the disposition of assets. Exhibit A to the attached Resolution shows the percentage share of property tax revenue to all 17 taxing entities. Exhibit B shows that revenue to all 17 taxing entities will be greater with the development of the Project than would occur by the sale of the property.

To complete the additional requirement imposed by the DOF, we respectfully request that your agency consider and adopt a resolution at its next meeting that indicates both support for the Project and constitutes a “Compensation Agreement”. A draft resolution and sample staff report are enclosed for your use. Time is of the essence, as we need to receive all approved resolutions no later than February 20, 2014 to respond to the DOF in a timely manner.

Please let me know if you have any questions or if there is any additional information I or my staff can provide. We would be happy to meet with you and attend your Board meeting if necessary. Please contact my Assistant, Tara Peterson, at (650) 802-4230 with any questions or to arrange a meeting. She will be contacting you in a few days to follow up.

Very truly yours,

Jeff Maltbie
City Manager

STAFF REPORT

ITEM TITLE: Consideration of a Resolution Expressing Support for the Wheeler Plaza Project in the City of San Carlos and Approving a Compensation Agreement with the City and San Carlos Successor Agency

RECOMMENDATION:

Staff recommends that the Board of Trustees Adopt the Resolution expressing support for the Wheeler Plaza Project in the city of San Carlos and approving a Compensation Agreement with the City and San Carlos Successor Agency.

FISCAL IMPLICATIONS:

The San Mateo County Mosquito and Vector Control District receives a portion of the property tax revenue generated from real property in the city of San Carlos. With the dissolution of Redevelopment Agencies, the San Mateo County Mosquito and Vector Control District receives a one-time payment of its share of any proceeds from the sale of Redevelopment Agency owned property. The Wheeler Plaza Project will result in net revenue to the San Mateo County Mosquito and Vector Control District well in excess of what the San Mateo County Mosquito and Vector Control District will receive from the liquidation of the property. This Project will provide long-term revenue to the San Mateo County Mosquito and Vector Control District.

BACKGROUND:

The City of San Carlos entered into a Disposition and Development Agreement (DDA) with Silverstone Development for the development of a mixed-use project, including residential and commercial condominium spaces and a public parking garage, in downtown San Carlos, commonly referred to as the Wheeler Plaza Project ("Project"). The Project, including the transfer of five properties, has been approved to the extent applicable by the City of San Carlos, the San Carlos Successor Agency and the San Carlos Oversight Board (which represents all 17 taxing entities). Prior to the transfer of one particular property (1245 San Carlos Avenue), the State Department of Finance is requiring approval of a Compensation Agreement by each of the affected taxing entities

ANALYSIS:

The development of the Project will result in net revenue increase for the San Mateo County Mosquito and Vector Control District when compared to the liquidation of the property. The percentage share of property tax revenue by taxing entity is shown in Exhibit A of the attached Resolution. The detailed net revenue is outlined in Exhibit B of the attached Resolution and shows a net fiscal benefit not only to San Mateo County Mosquito and Vector Control District, but all affected taxing entities. The Project will also provide much needed local housing, updated commercial space and additional public parking that will not only benefit downtown San Carlos, but the greater regional community.

To proceed with the Project, the State Department of Finance requires that each affected taxing entity approve a Compensation Agreement. The Compensation Agreement is outlined in the attached Resolution. It provides for the sale of the property to the developer for \$1 and

compensation to the San Mateo County Mosquito and Vector Control District from the contribution of the property, consisting of the revenues to be derived from the development of the Project (as described in Exhibit B to the Resolution).

Environmental Review:

As no specific project is being approved, the California Environmental Quality Act does not apply.

Attachment:

1. Resolution

TAXING ENTITY BREAKDOWN/SAN CARLOS RDA

Account Number	Account Description	2013-14 Factors
000100	San Mateo County (General)	0.2710544582
001001	San Mateo County (Library)	0.0395124575
018601	City of San Carlos	0.1325095278
030070	Belmont-Redwood Shores School District	0.0069359804
030840	Redwood City School District	0.0043003091
030860	San Carlos School District	0.2027190562
040890	Sequoia Union High School District	0.1786053592
060870	San Mateo County Community College District	0.0775593444
071070	Belmont Fire District	0.0000000000
072450	Harbor Industrial Sewer Maintenance District	0.0000521107
077070	Mid-Peninsula Water District	0.0000313257
078560	Midpeninsula Regional Open Space District	0.0210011640
079020	Bay Area AQMD	0.0023900414
079450	San Mateo County Harbor District	0.0040318776
079600	San Mateo County Mosquito & Vector Control District	0.0021948474
079890	Sequoia Healthcare District	0.0167391555
079994	San Mateo County Office of Education	0.0403629850
		1.0000000000

MOSQUITO & VECTOR CONTROL / 0.219% SHARE			
Net Impact of Wheeler Plaza Project			
Year	If Property Sold / No Wheeler Plaza	If Wheeler Plaza Project Developed	Net Revenue To District
	\$2.0M Land Sale \$0 Development	\$1 Land Sale \$72M Development	
Year 1	\$ 4,390	\$ 198	\$ (4,192)
2	45	251	207
3	46	779	733
4	47	1,588	1,542
5	48	1,628	1,581
6	48	1,669	1,620
7	49	1,711	1,661
8	50	1,753	1,703
9	51	1,797	1,746
10	52	1,842	1,790
11	54	1,888	1,835
12	55	1,935	1,881
13	56	1,984	1,928
14	57	2,033	1,977
15	58	2,084	2,026
16	59	2,136	2,077
17	60	2,190	2,129
18	61	2,244	2,183
19	63	2,301	2,238
20	64	2,358	2,294
Total	5,412	34,371	28,959
NPV			19,805
Return			28%



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

RESOLUTION M-008-14

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
EXPRESSING SUPPORT FOR CONTRIBUTION OF THE
PROPERTY AT 1245 SAN CARLOS AVENUE TO THE WHEELER
PLAZA PROJECT IN THE CITY OF SAN CARLOS AND APPROVING
A COMPENSATION AGREEMENT WITH THE CITY AND
SAN CARLOS SUCCESSOR AGENCY**

WHEREAS, the City of San Carlos (the “City”) and Silverstone Development--Northern California, LLC (the “Developer”) entered into a Disposition and Development Agreement (the “DDA”) providing for the development by the Developer of a mixed-use project, including residential and commercial condominium spaces and a public parking garage, commonly referred to as the “Wheeler Plaza Project”; and

WHEREAS, development of the Wheeler Plaza Project has been a vision of the City for more than a decade and was chosen as one of the top five priorities in the Economic Development Plans adopted in 2007 and 2010; and

WHEREAS, the Wheeler Plaza Project cannot proceed without the inclusion of property owned by the San Carlos Successor Agency (the “Successor Agency”) identified as 1245 San Carlos Avenue; and

WHEREAS, in order to provide for contribution of the 1245 San Carlos Avenue property to the Wheeler Plaza Project, the City and the Successor Agency entered into a Cooperation Agreement providing for the sale of that property to the Developer pursuant to the DDA for the sum of \$1, which represents the fair reuse value of the property in light of the covenants, conditions and development costs required by the DDA; and

WHEREAS, the transactions contemplated by the DDA and the Cooperation Agreement are contingent upon approval by the State of California Department of Finance (“DOF”); and

WHEREAS, the Wheeler Plaza Project presents a unique catalyst development opportunity for the continuing success and vitality of downtown San Carlos; and

WHEREAS, development of the Wheeler Plaza Project will not only enhance downtown San Carlos, but will produce significant revenues for all affected taxing entities; and

WHEREAS, the taxing entities that will benefit from the development of the Wheeler Plaza Project (the “affected taxing entities”) are listed, together with their respective property tax shares, in Exhibit A, attached hereto and incorporated herein by this reference; and

WHEREAS, the San Carlos Oversight Board, which represents the affected taxing entities, initially reviewed the Wheeler Plaza Project at its meeting on April 30, 2013, and reviewed a slightly modified proposal at its

meeting on September 9, 2013, and at both meetings approved the contribution of the 1245 San Carlos Avenue property to the Wheeler Plaza Project; and

WHEREAS, DOF, by letters dated July 25, 2013, and November 1, 2013, objected to the approvals by the San Carlos Oversight Board authorizing contribution of the 1245 San Carlos Avenue property to the Wheeler Plaza Project without obtaining compensation agreements with all the affected taxing entities; and

WHEREAS, in order to satisfy the requirement presented by DOF, the City and the Successor Agency are requesting approval of a compensation agreement by each of the affected taxing entities; and

WHEREAS, the compensation to be derived by each of the affected taxing entities from the contribution of the 1245 San Carlos Avenue property to, and the development of, the Wheeler Plaza Project is described in Exhibit B, attached hereto and incorporated herein by this reference;

NOW, THEREFORE, the Board of Trustees of the San Mateo County Mosquito and Vector Control District does hereby resolve as follows:

Section 1. The Board hereby finds that the Wheeler Plaza Project will be of substantial benefit to the City of San Carlos, the regional community and all of the affected taxing entities, will provide revenues to the San Mateo County Mosquito and Vector Control District greater than would be generated by a liquidation sale of the 1245 San Carlos Avenue property, and does hereby express its support for contribution of such property to the Wheeler Plaza Project.

Section 2. The Board hereby finds and determines: (a) that the sale of the 1245 San Carlos Avenue property to the Developer for the Wheeler Plaza Project for the sum of \$1 (“disposition price”) is approved; (b) that the compensation to the San Mateo County Mosquito and Vector Control District from the contribution of such property, consisting of the revenues to be derived from development of the Wheeler Plaza Project (as described in Exhibit B), is approved; and (c) that if, for any reason, Developer and City determine to increase the disposition price for the sale of the 1245 San Carlos Avenue property to an amount greater than the stated disposition price (“alternate disposition price”), such alternate disposition price is approved, subject to City’s and Successor Agency’s agreement that the San Mateo County Mosquito and Vector Control District shall receive a pro rata share of the net proceeds, if any, resulting from sale of such property at the alternate disposition price.

Section 3. The Board hereby determines that this resolution shall constitute the compensation agreement between the City, the Successor Agency and the San Mateo County Mosquito and Vector Control District, to the extent required by Health and Safety Code Section 34180(f), and directs that a copy of this resolution be provided to the City and the Successor Agency. The Board further authorizes and directs the District Manager to execute on behalf of the San Mateo County Mosquito and Vector Control District, if necessary and appropriate, a separately prepared form of compensation agreement, consistent with the terms set forth in this resolution.

PASSED AND ADOPTED by the Board of Trustees of the San Mateo County Mosquito and Vector Control District this 12 day February, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

APPROVED:

Agenda Item # 9.A

BOARD COMMITTEE REPORTS

SUBJECT: Environmental/Public Outreach Committee.

BACKGROUND AND STATUS:

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

The Environmental/Public Outreach Committee is working with the District Management on the public outreach program.

Andrea Sprockett will work this winter and spring as our District Public Outreach Coordinator Intern. Andrea Sprockett has a Master's degree in International Public Health from the University of Sydney – Australia. Her background is in programs and project management, with experience in advocacy, and media communications. Andrea's husband is just starting a five year Ph.D. program at Stanford University.

Andrea will work closely with District Management and the Environmental /Public Outreach Committee on the following:

1. Collaborative design of our public health mosquito and vector education materials.
 2. Assessment of previous year's outreach strategies (successes, challenges, partners, potential partners, what other districts are doing for public outreach).
 3. Define our District's goals and metrics for evaluation.
 4. Design a public health education and outreach program justifying the value of a District Public Health Outreach Officer.
-

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:

Chair Rick Wykoff. Members include Trustees Leon Nickolas, Mason Brutschy, 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 January 6, 2014 to discuss earthquake insurance and the Mid-Year Budget Forecast in the January Board pre-packet.

Kevin Bibler, Alliant Insurance Services provided a review of the earthquake insurance including what is covered and what is not covered, limits, deductibles and premiums.

District Manager and Finance Director Rodriguez reviewed with the committee the mid-year budget forecast for FY 13-14.

The Committee will also meet on February 10th to discuss credit card usage by employees, reserve policy, and the budget process.

District Management has completed and submitted the CalPERS questionnaire to initiate the CalPERS Health Benefits Program.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 9.C

BOARD COMMITTEE REPORTS

SUBJECT: Strategic Planning Committee.

BACKGROUND AND STATUS

Chair Dr. James Ridgeway. Members include Trustees', Christine Fuller, Dick Tagg, Christopher Cairo, and Betsey Schneider. President Rutherford is also invited to attend these meetings as an ex-officio member.

The Committee will now met with the Finance Director and District Manager, February 27th at 6:00 p.m., to complete the financial portions of the Strategic Plan for 2013-14.

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, Louis Gotelli, Kati Martin, and Rick Wykoff. President Rutherford is also invited to attend these meetings as an ex-officio member.

Policy Committee met on January 29th and completed the review on the following policies and moved to place them on the February Board Agenda for approval:

1. Conflict of Interest – 1030
2. Service Abatement Contracts – 1050
3. Special Mosquito Control Tax – 1070
4. Equal Employment Opportunities – 2090
5. Employment Hiring Practices – 2130
6. Retirement Age – 2140
7. Employee Certification – 2150
8. Workplace Condition Complaint by an Individual or Employee Association – 2170
9. Expense Authorization – 6030
10. Separation from District Employment – Employee Manual 2160

Policy Committee is requesting further legal review for Policy 1090 – Public Complaints. Counsel Thompson will provide new draft language.

Policy Committee is also requesting the eliminating of Policy 2080 Health Examinations. The committee members felt this was a redundant policy.

Policy Committee is currently drafting a new policy on the hiring of General Legal Counsel and the District Auditor.

RECOMMENDATION:

See Agenda Item # 8.B.

REFERENCE MATERIALS AVAILABLE:

See Agenda Item # 8.B.

Agenda Item # 9.E

BOARD COMMITTEE REPORTS

SUBJECT: Technology (E-Device) Committee.

BACKGROUND AND STATUS:

Chair Rosendo Rodriguez. Members include Trustees: Christopher Cairo, Barry Meinerth, Kati Martin, and Scott Smith. President Rutherford is also invited to attend these meetings as an ex-officio member. Staff member, Warren Macdonald also attended earlier meetings but is not required to attend future meetings unless warranted.

Technology (E-Device) Committee met on January 14th to review the E-Device survey that was provided to District Trustees at the November-2013 board meeting. The survey results show that there are a small number of Trustees who will require an electronic device once the board packet goes paperless.

Finance Director Rodriguez updated the committee that the last 3 board packets have been posted on the District's website. District staff will continue to post all future board packets on the website going forward.

Committee members agreed that the February-2014 board packet will be the test run for going paperless. Each committee member has agreed to not receive a paper copy of the board packet and will download the board packet directly from the website onto their personal electronic devices. Finance Director Rodriguez was tasked with creating a document for Trustees that provides step-by-step instructions (with illustrations) on how to download the monthly board packet onto their electronic devices. The document will be tested by Committee members and interested Trustees for the paperless test run in February.

The Technology (E-Device) Committee will meet after the February-2014 board meeting to discuss issues with the paperless test run. The next committee meeting will be held on February 25th at 6pm.

RECOMMENDATION:

None at this time

REFERENCE MATERIALS AVAILABLE:

E-Device Survey Results from November-13

Agenda Item # 10.A

FINANCIAL REPORT**SUBJECT:** Fiscal Year 2013-14 Financial Documents

BACKGROUND AND STATUS:

The financial reports through December-2013 represent Revenues and Expenditures for the first six months of the fiscal year.

Expenditures: For the month of December-2013, there are a few accounts that are above the target rate of 50% of the fiscal year budget. Many of these accounts are over the target as they are related to seasonal expenditures. Seasonal expenditures for the District tend to run higher during summer months (July through November) and drive the target percentage higher. However, these expenditures show a gradual decrease during the winter months (December through March) and we begin to see the target percentage decrease to a normal level.

Accounts affected by seasonal activity include the following:

1. Part-time Salaries: 69.8%
2. Social Security: 61.9% (tied to part-time salaries)
3. Gasoline / Oil: 49.6%
4. Electric / Gas: 58.8% (higher utilization during seasonal months)
5. Water / Sewer Disposal: 57.1% (due in part to a water leak)

Other accounts that are above the target of 50% 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 / software 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
5. Services and Consultations: Engineering services provided for 2013/2014 Benefit Assessment, Helicopter Treatments and Legal Services

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 50% for individual accounts.

Revenues: In December-2013, the District received the first large allocation of property tax revenues from the County. Consolidated fund revenues received for the month totaled \$1,945,387 and are broken down as follows: Property Tax Revenue \$758k, Benefit Assessment \$745k, Mosquito Control Tax \$242k, and Other \$200k (fraud restitution payment).

Balance Sheet / Cash Balances: As of December-2013, the District had \$6,465,601 in cash for both General and Capital Funds. 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. December 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 February 2014 Board Meeting Financials for the month ended December 31, 2013

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

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

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

Rosendo Rodriguez
Finance Director

A blue ink signature of Rosendo Rodriguez, written in a cursive style.

Approved – Rosendo Rodriguez
February 5, 2014

A blue ink signature of Robert Gay, written in a cursive style.

Approved – Robert Gay
February 5, 2014

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

		MTD	YTD	Budgeted	YTD Dec %	50%
		December-13	FY13/14	FY13/14	Balance Remaining	% of FY13/14 Budget
REVENUES						
1021	Prop. taxes, current, secured	745,262	829,004	1,521,718	692,714	54.5%
1024	PY Secured Rede	2,485	2,485	5,000	2,515	49.7%
1031	Prop. taxes, current unsecured	0	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	8,113	13,699	26,000	12,301	52.7%
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	174	1,816	1,500	(316)	121.1%
1521	Interest Earned	0	17,521	40,500	22,979	43.3%
1831	Homeowner Prop	1,645	1,645	5,500	3,855	29.9%
2031	Benefit Assessment	744,983	744,983	1,438,911	693,928	51.8%
2439	Mosquito Control Tax	242,279	242,279	464,181	221,902	52.2%
2451	Service Abatement Income	248	230,058	255,000	24,942	90.2%
2647	Misc Refunds/RDA/RPTTF	0	19,057	40,000	20,943	47.6%
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658	Other	200,198	257,126	48,000	(209,126)	535.7%
Total Revenue		1,945,387	2,442,576	4,160,680	1,718,104	58.7%
EXPENDITURES						
Salary & Benefits						
4111	Regular Full Time	112,475	690,206	1,515,000	824,794	45.6%
4161	Regular Part Time	616	89,985	129,000	39,015	69.8%
4311	Social Security	156	6,191	10,000	3,809	61.9%
4321	Retirement	33,739	228,800	478,000	249,200	47.9%
4412	Health Insurance	29,498	167,543	369,000	201,457	45.4%
4414	Great-West Deferred Comp	1,000	6,000	13,000	7,000	46.2%
4415	Medicare Insurance	1,653	11,379	24,000	12,621	47.4%
4422	Dental Insurance	2,915	17,876	38,000	20,124	47.0%
4431	Vision Insurance Plan (VSP)	435	2,589	5,300	2,711	48.9%
4440	Employee Commute Benefit	276	2,166	5,500	3,334	39.4%
4442	Long Term Disability	829	5,069	11,300	6,231	44.9%
4451	Unemployment Insurance	330	4,403	18,000	13,597	24.5%
4621	AFLAC Insurance	442	2,901	6,500	3,599	44.6%
Subtotal		184,363	1,235,109	2,622,600	1,387,491	47.1%
Services & Supplies						
5111	Pesticides	11,130	74,586	250,000	175,414	29.8%
5121	Clothing	1,266	9,853	23,700	13,847	41.6%
5156	Household	234	1,516	4,200	2,684	36.1%
5171	Medical/Laboratory	948	16,116	18,800	2,684	85.7%
5188	Other Misc (Union Bank Fee)	37	226	1,800	1,574	12.6%
5199	Office	789	6,104	20,100	13,996	30.4%
5233	Tools/Equipment	304	10,853	19,350	8,497	56.1%
5331	Memberships	0	15,764	18,845	3,081	83.7%
5416	Gasoline/Oil	1,714	33,201	67,000	33,799	49.6%
5428	Miscellaneous Repair	1,155	192,195	295,000	102,805	65.2%
5472	General Maintenance	301	1,844	9,300	7,456	19.8%
5631	Electric/Gas	2,057	12,292	20,900	8,608	58.8%
5635	Water/Sewer Disposal	1,096	5,541	9,700	4,159	57.1%
5721	Meetings/Conferences	8,420	28,668	91,800	63,132	31.2%
5856	Services/Consultation	18,949	123,945	238,600	114,655	51.9%
5966	District Special Expenses	3,434	18,228	123,750	105,522	14.7%
6712	Telephone	1,360	10,513	22,500	11,987	46.7%
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%
6731	Other Insurance	0	119,443	102,100	(17,343)	117.0%
Subtotal		53,195	722,249	1,390,445	668,196	51.9%
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		237,558	2,076,110	4,157,345	2,081,235	49.9%
NET INCOME						
Net Income		1,707,829	366,466	3,335		

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

As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	6,110,520
1010A01 · Cash-VCJPA Property Contingency	36,903
1010A02 · Cash-VCJPA Member Contingency	317,978
1020 · Cash - Petty Cash	200
Total Checking/Savings	6,465,601
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	63,253
Total Accounts Receivable	63,253
Total Current Assets	6,528,854
TOTAL ASSETS	6,528,854
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	55,079
Total Accounts Payable	55,079
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	55,079
Total Liabilities	55,079
Equity	
32000 · Retained Earnings	6,107,309
Net Income	366,466
Total Equity	6,473,775
TOTAL LIABILITIES & EQUITY	6,528,854

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

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				YTD Dec %		50%		
REVENUES		MTD	YTD	Budgeted	Balance	% of FY13/14	Footnote:	
		December-13	FY13/14	FY13/14	Remaining	Budget		
1021	Prop. taxes, current, secured	745,262	829,004	1,521,718	692,714	54.5%	Total YTD Property Tax Revenue of \$929,736 is 56% of Budgeted \$1,647,588	
1024	PY Secured Rede	2,485	2,485	5,000	2,515	49.7%		
1031	Prop. taxes, current unsecured	0	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 CYsecured SB 813	8,113	13,699	26,000	12,301	52.7%		
1042	Prop taxes CYunsecured SB 813	0	0	650	650	0.0%		
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%		
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%		
1831	Homeowner Prop	1,645	1,645	5,500	3,855	29.9%		
1046	1046 · ERAF Rebate	0	0	215,000	215,000	0.0%		\$200k Restitution
1521-11	VCJPA-Interest Income	174	1,816	1,500	(316)	121.1%		
1521	Interest Earned	0	16,636	37,900	21,264	43.9%		
2031	Benefit Assessment	744,983	744,983	1,438,911	693,928	51.8%		
2439	Mosquito Control Tax	242,279	242,279	464,181	221,902	52.2%		
2451	Service Abatement Income	248	230,058	255,000	24,942	90.2%		
2647	Misc Refunds/RDA/RPTTF	0	19,057	40,000	20,943	47.6%		
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%		
2658	Other	200,198	227,959	46,000	(181,959)	495.6%		
Revenue Total:		1,945,387	2,412,525	4,156,080	1,743,555	58.0%	% of YTD budget	
EXPENDITURES								
Salary & Benefits								
4111	Regular Full Time	112,475	690,206	1,515,000	824,794	45.6%	A	
4161	Regular Part Time	616	89,985	129,000	39,015	69.8%		
4311	Social Security	156	6,191	10,000	3,809	61.9%		
4321	Retirement	33,739	228,800	478,000	249,200	47.9%		
4412	Health Insurance	29,498	167,543	369,000	201,457	45.4%		
4414	Great-West Deferred Comp	1,000	6,000	13,000	7,000	46.2%		
4415	Medicare Insurance	1,653	11,379	24,000	12,621	47.4%		
4422	Dental Insurance	2,915	17,876	38,000	20,124	47.0%		
4431	Vision Insurance Plan (VSP)	435	2,589	5,300	2,711	48.9%		
4440	Employee Commute Benefit	276	2,166	5,500	3,334	39.4%		
4442	Long Term Disability	829	5,069	11,300	6,231	44.9%		
4451	Unemployment Insurance	330	4,403	18,000	13,597	24.5%		
4621	AFLAC Insurance	442	2,901	6,500	3,599	44.6%		
Subtotal		184,363	1,235,109	2,622,600	1,387,491	47.1%		
Services & Supplies								
5111	Pesticides	11,130	74,586	250,000	175,414	29.8%		B
5121	Clothing	1,266	9,853	23,700	13,847	41.6%	C	
5156	Household	234	1,516	4,200	2,684	36.1%		
5171	Medical/Laboratory	948	16,116	18,800	2,684	85.7%		
5199	Office	789	6,104	20,100	13,996	30.4%		
5233	Tools/Equipment	304	10,207	16,100	5,893	63.4%		
5331	Memberships	0	15,764	18,845	3,081	83.7%		
5416	Gasoline/Oil	1,714	33,201	67,000	33,799	49.6%		
5428	Miscellaneous Repair	1,155	10,637	50,000	39,363	21.3%		
5472	General Maintenance	301	1,844	9,300	7,456	19.8%		
5631	Electric/Gas	2,057	12,292	20,900	8,608	58.8%		
5635	Water/Sewer Disposal	1,096	5,541	9,700	4,159	57.1%	A	
5721	Meetings/Conferences	8,420	28,668	91,800	63,132	31.2%	G	
5856	Services/Consultation	18,949	123,945	238,600	114,655	51.9%		
5966	District Special Expenses	3,434	18,228	121,500	103,272	15.0%		
6712	Telephone	1,360	10,513	22,500	11,987	46.7%		
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%	F	
6731	Other Insurance	0	119,443	102,100	(17,343)	117.0%		
Subtotal		53,158	539,818	1,138,145	598,327	47.4%		
Fixed Assets								
7311	Equipment	0	0	0	0	0.0%		
Subtotal		0	0	0	0			
Expenditures Total:		237,521	1,774,927	3,760,745	1,985,818	47.2%	% of YTD budget spent	
NET INCOME								
Net Income		1,707,866	637,599	395,335				

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

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

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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. Lower expenditures in winter months will gradually lower the YTD %.

B: 5111 Pesticides Expenditures include the following:

Vendor	Description	Invoice	Invoice Date	Expenditure
Adapco	VMX Vectomax FG (35-40LB BG)	94118	07/18/2013	12,208
Univar USA Inc	Spheratax (63 bags)	SJ565088	07/22/2013	13,597
BVA Inc.	BVA Larvaecide #2 (3,203 gal)	45548	07/22/2013	23,319
Univar USA Inc	Altosid XR-G 40lb bag (15 bg)	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
Clarke Mosquito Control	Natular XRT Tablet (7cs)	5058942	12/03/2013	6,771
Adapco	Altosid XR Ingot Briquets (6cs)	94118	07/18/2013	4,360
Total				74,586

C: Medical / Laboratory YTD \$12,205 of the expenditures were mostly attributed to PCR system startup supplies.

D: Tools / Equipment YTD \$10,207 expenditures mostly attributed to \$2,430 one-time lab supplies, \$2,211 Dry Ice for Mosquito Surveillance Program and \$3,741 for one-time Misc PC equipment and Software purchases.

E: Memberships YTD for \$15,764 include: Annual dues of \$8,000 for MVCAC, \$4,919 for CSDA and \$240 for Entomological Society of America; \$2,605 for pro-rata share of LAFCO's FY 2013-2014 adopted budget

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 an additional charge of \$18,258 for Worker's Compensation. These retrospective adjustments were 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	4,237	8,000	3,763	
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	30,361	50,000	19,639	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	2,112	10,000	7,888	10,323.57 Canon copier lease buyout check
5856G2AD · Security & Fire Alarm Maintenanc	2,920	5,000	2,080	
5856G3AD · Elevator Maintenance Qtrly	2,450	5,600	3,150	
5856G4AD · Pond/Landscape Service	5,375	12,000	6,625	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	7,554	18,500	10,946	
5856G7AD · HVAC Maint/Back Flow Test	1,358	3,000	1,642	
5856G8AD · Electric Gate Maint	324	1,000	676	
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	4,825	10,500	5,675	
5856J2AD · Comcast / Internet / GotoMyPC	1,869	4,000	2,131	
5856J3AD · Axcient (server backup)	774	1,700	926	
5856J4AD · Microsoft Intune & Email Servic	2,165	6,500	4,335	
5856L1AD · Human Resource Services	551	15,000	14,449	
5856M1AD · Payroll Service	2,581	7,000	4,420	
5856N1AD · Union Bank Monthly Fee	454	2,100	1,646	
5856O1AD · ADP Screening & Selection Svc	1,343	2,900	1,557	
5856Q1AD · District Interns	2,000	0	(2,000)	Budgeted in part-time salary
5856R1AD · County Service Charges	3,384	0	(3,384)	Annual service charges for FY 13-14
Total	123,945	238,600	114,655	

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 December 31, 2013

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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
County of San Mateo-County Counsel	121913010	12/19/2013	1,663	Legal Services Rendered Thru 11/30/13
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
			30,361	

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

F-1 CPF

				YTD Dec %	50%		
		MTD	YTD	Budgeted	Balance	YTD	Footnote:
		December-13	FY13/14	FY13/14	Remaining		
REVENUES							
1521	Interest Earned	0	884	2,600	1,716	34.0%	
49900	Other Income	0	29,166	2,000	(27,166)	1458.3%	Lehman Recovery
Total Revenue		0	30,051	4,600	(25,451)	653.3%	% of YTD budget
EXPENDITURES							
Services & Supplies							
5188	Other Misc (Union Bank Fee)	37	226	1,800	1,574	12.6%	
5233	Tools/Equipment	0	646	3,250	2,604	19.9%	
5428	Miscellaneous Repair	0	181,558	245,000	63,442	74.1%	A
5966	District Special Expense	0	0	2,250	2,250	0.0%	B
Subtotal		37	182,431	252,300	69,869	72.3%	
Fixed Assets							
7211	Structures/Improvements	0	0	0	0	0.0%	
7311	Equipment	0	118,753	144,300	25,547	82.3%	C
Subtotal		0	118,753	144,300	25,547	82.3%	
Total Expenditures		37	301,184	396,600	95,416	75.9%	% of YTD budget spent
NET INCOME							

Net Income (37) (271,133) (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 December 2013

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	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>Oct 13</u>	<u>Nov 13</u>	<u>Dec 13</u>	<u>TOTAL</u>
Ordinary Income/Expense							
Income							
1021 · Prop. taxes, current, secured	-	-	-	-	83,743	745,262	829,004
1024 · PY Secured Rede	-	-	-	-	-	2,485	2,485
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	8,113	13,699
1521-11 · VCJPA-Interest Income	-	-	1,642	-	-	174	1,816
1521 · Interest Earned	8,430	-	-	8,206	-	-	16,636
1831 · Homeowner Prop	-	-	-	-	-	1,645	1,645
2031 · Special Benefit Assessment	-	-	-	-	-	744,983	744,983
2439 · Special Mosquito Tax	-	-	-	-	-	242,279	242,279
2451 · Service Abatement Income	58,077	58,443	43,170	67,717	2,403	248	230,058
2647 · Misc Refunds/RDA/RPTTF	5,316	-	13,741	-	-	-	19,057
2658 · Other	-	27,655	106	-	-	200,198	227,959
Total Income	71,824	86,098	58,659	161,470	89,088	1,945,387	2,412,525
Gross Profit	71,824	86,098	58,659	161,470	89,088	1,945,387	2,412,525
Expense							
4111 · 4111 · Reg Full-time Position	60,579	165,741	115,097	120,047	116,267	112,475	690,206
4161 · 4161 · Reg Part-Time Position	11,779	29,573	21,738	18,143	8,136	616	89,985
4311 · Social Security	848	1,908	1,453	1,198	628	156	6,191
4321 · 4321 · County Retirement Plan	35,234	36,331	36,331	35,335	51,830	33,739	228,800
4412 · 4412 · Health Insurance	29,093	22,667	29,618	28,392	28,277	29,498	167,543
4414 · 4414 · Great-West Deferred Comp	1,000	500	1,000	1,000	1,500	1,000	6,000
4415 · 4415 · Medicare Insurance	985	2,943	2,010	2,022	1,766	1,653	11,379
4422 · 4422 · Dental Insurance	3,356	2,983	5,565	300	2,757	2,915	17,876
4431 · 4431 · Vision Insurance Plan	428	443	443	420	420	435	2,589
4440 · 4440 Employee Commute Benefit	412	374	402	426	276	276	2,166
4442 · 4442 · Long Term Disability	819	819	943	829	829	829	5,069
4451 · 4451 · Unemployment Insurance	749	1,805	963	381	176	330	4,403
4621 · AFLAC Insurance	444	665	468	442	442	442	2,901
5111 · 5111 Pesticides	49,124	12,232	2,101	-	-	11,130	74,586
5121 · Clothing	3,319	1,718	1,904	1,004	642	1,266	9,853
5156 · Household	44	261	138	67	772	234	1,516
5171 · Medical/Laboratory	5,650	5,565	2,207	327	1,419	948	16,116
5199 · Office	661	1,288	757	2,036	572	789	6,104
5233 · Special Tools/Equipment	2,722	3,717	1,038	2,102	324	304	10,207
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	1,714	33,201
5428 · Misc Repairs-Maint Equip	1,730	2,227	(3,185)	6,135	2,576	1,155	10,637

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

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	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>Oct 13</u>	<u>Nov 13</u>	<u>Dec 13</u>	<u>TOTAL</u>
5472 · 5472 · General Maintenance	376	204	334	301	328	301	1,844
5631 · Electricity/Gas	2,070	2,063	2,139	2,011	1,951	2,057	12,292
5635 · 5635 · Water/Sewer Disposal	205	1,559	381	2,079	220	1,096	5,541
5721 · Meeting/Conferences	5,497	2,004	3,305	5,861	3,580	8,420	28,668
5856 · Services/Consultations	31,802	12,728	31,275	11,164	18,028	18,949	123,945
5966 · District Special Expense	387	2,900	336	7,229	3,942	3,434	18,228
6712 · 6712 · Telephone	2,012	1,969	1,708	2,148	1,315	1,360	10,513
6725 · 6725 · Liability Insurance	49,236	-	-	-	(7,878)	-	41,358
6731 · 6731 Other Insurance	101,185	-	-	-	18,258	-	119,443
Total Expense	<u>416,728</u>	<u>325,215</u>	<u>267,602</u>	<u>263,649</u>	<u>264,211</u>	<u>237,521</u>	<u>1,774,927</u>
Net Ordinary Income	(344,904)	(239,117)	(208,943)	(102,179)	(175,123)	1,707,866	637,599
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>-</u>	<u>(351,581)</u>
Net Other Income	<u>(350,000)</u>	<u>(646)</u>	<u>-</u>	<u>(935)</u>	<u>-</u>	<u>-</u>	<u>(351,581)</u>
Net Income	<u><u>(694,904)</u></u>	<u><u>(239,763)</u></u>	<u><u>(208,943)</u></u>	<u><u>(103,115)</u></u>	<u><u>(175,123)</u></u>	<u><u>1,707,866</u></u>	<u><u>286,017</u></u>

FOOTNOTES:

- A. RDA pass through agreements revenue.
- B. Lehman Recovery-4th Distribution
- C. District credit card rebate
- D. J. Dearman restitution payment of \$200,000 and District credit card rebate of \$198
- 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 for backpack sprayers and \$935 for RWC 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 December 2013

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 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	37	226
Total 5188 · Other Misc Expense	37	38	41	37	38	37	226
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	37	301,184
Net Ordinary Income	(224,492)	(1,999)	(4,655)	(4,730)	(35,221)	(37)	(271,133)
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 December 2013

	<u>Jul 13</u>	<u>Aug 13</u>	<u>Sep 13</u>	<u>Oct 13</u>	<u>Nov 13</u>	<u>Dec 13</u>	<u>TOTAL</u>
Total Other Income	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>935</u>	<u>-</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>-</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>(37)</u></u>	<u><u>80,448</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 December 31, 2013

F-3 GF

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	5,857,306
1010A01 · Cash-VCJPA Property Contingency	36,903
1010A02 · Cash-VCJPA Member Contingency	317,978
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>6,212,387</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	63,253
Total Accounts Receivable	<u>63,253</u>
Total Current Assets	<u>6,275,640</u>
TOTAL ASSETS	<u><u>6,275,640</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	55,079
Total Accounts Payable	<u>55,079</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>55,079</u>
Total Liabilities	55,079
Equity	
32000 · Retained Earnings	5,934,544
Net Income	286,017
Total Equity	<u>6,220,561</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,275,640</u></u>

San Mateo County MVCD - Capital Project Fund
Balance Sheet
 As of December 31, 2013

F-3 CPF

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	253,214
Total Checking/Savings	<u>253,214</u>
Total Current Assets	<u>253,214</u>
TOTAL ASSETS	<u><u>253,214</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	
32000 · Retained Earnings	172,765
Net Income	80,448
Total Equity	<u>253,214</u>
TOTAL LIABILITIES & EQUITY	<u><u>253,214</u></u>
	-

San Mateo County Mosquito & Vector Control

F-4 GF

A/R Aging Summary

As of December 31, 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 San Mateo Wastewater Treatment	-	-	33	-	-	33	A
City of SSF Water Quality Control Plant	-	-	82	-	-	82	
Coastal Conservancy	-	-	1,700	12,800	47,625	62,125	
S.B.S.A. -S. Bayside System Authority	60	-	63	50	-	173	
San Francisco Zoo	-	-	400	-	-	400	
SEWER AUTHORITY MID-COASTSIDE (SAM)	51	-	51	102	-	203	
SF Public Utilities Commision	138	-	75	25	-	238	
TOTAL	248	-	2,403	12,977	47,625	63,253	

FOOTNOTES:

A- Past due amounts were mostly paid as of February 4, 2014. (See below updated aging as of February 4, 2014)

B- Coastal Conservancy is withholding 10% of the invoiced amount upon completion of project.

San Mateo County Mosquito & Vector Control

A/R Aging Summary

As of February 4, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of San Mateo Wastewater Treatment	-	-	-	-	-	-
Coastal Conservancy	-	-	170 B	1,280 B	4,763 B	6,213
S.B.S.A. -S. Bayside System Authority	-	-	-	-	-	-
San Francisco Zoo	-	-	-	-	-	-
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	-	-	-	-	-
SF Public Utilities Commision	-	138	-	-	-	138
TOTAL	-	138	170	1,280	4,763	6,350

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

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

Reductions

Payroll Related (ADP)	(106,946)	
Checks Written	(123,264)	
Bank Fee	(74)	
County Acctg Service Charges FY13-14	(3,384)	
Total Reductions		(233,668)

Additions

Quarterly Interest	-	
Abatement Services	29,250	
Property Tax Revenue	1,742,282	
RDA	2,485	
Other Income	198	
J. Dearman Restitution Payment	200,000	
Lehman Recov-4th Distribution	-	
Total Additions		1,974,215

Ending Cash per District as of December 31, 2013 **5,857,306**

Cash per County Statement (below) **5,857,306**

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 12/01/2013-12/31/2013 Page 1
TUE, JAN 21, 2014, 8:17 AM --req: BUEHLERL--leg: GL JL--loc: CONT RWC--job: 8347712 #J5544--prog: GL501 <1.82>--report id: GLTBAL01

Sort Order: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02706

Lg SUB UNIT Title	Director	St Tr	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	12/10/13	HOB6D103	Prior to 12/01/13	6,099,894.23	1,983,135.41	4,116,758.82				
	12/10/13	RJ15CFT2	AutoID: ITXJD103 Job: 8307 JE	1,645.30		4,118,404.12				
	12/10/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	14,884.53		4,133,288.65				
	12/14/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	200,000.00		4,333,288.65				
	12/16/13	RJ19ND163	AutoID: ITXJD163 Job: 8311 JE	2,484.55		4,335,773.20				
	12/16/13	SEC6ND163	AutoID: ITXBD163 Job: 8311 JE	753,683.08		5,089,456.28				
	12/16/13	SEC6ND163	AutoID: ITXBD163 Job: 8311 JE	987,262.17		6,076,718.45				
	12/16/13	UNI6D163	AutoID: ITXUD163 Job: 8313 JE	8,639.00		6,085,357.45				
	12/16/13	REF6ND163	AutoID: ITXWD163 Job: 8311 JE		7,955.39	6,077,402.06				
	12/16/13	ADM6D163	AutoID: ITXSD163 Job: 8313 JE		9,105.00	6,068,297.06				
	12/21/13	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	14,564.31		6,082,861.37				
	12/23/13	JE353203	AutoID: JMBAD233 Job: 8327 JE		73.81	6,082,787.56				
	12/31/13	JE353536	AutoID: JFOA1024 Job: 8332 JE		123,263.89	5,959,523.67				
	12/31/13	JE353537	AutoID: JFOA1024 Job: 8332 JE		51,729.30	5,907,794.37				
	12/31/13	JE353538	AutoID: JFOA1024 Job: 8332 JE		166.60	5,907,627.77				
	12/31/13	JE353539	AutoID: JFOA1024 Job: 8332 JE		54,831.51	5,852,796.26				
	12/31/13	JE353540	AutoID: JFOA1024 Job: 8332 JE		218.85	5,852,577.41				
	12/31/13	JE353242	AutoID: JHEAD243 Job: 8324 JE		3,383.65	5,849,193.76				
	12/31/13	SPS6D313	AutoID: ITXMD313 Job: 8327 JE	8,112.54		5,857,306.30				
		DR	* SUB ACCT Total *	8,091,169.71*	2,233,863.41*	5,857,306.30*				
0112 Claim on Cash - Float	12/09/13	TTLCR	Prior to 12/01/13	178,564.72	178,564.72					
	12/10/13	RJ15CFT2	AutoID: DRJDD093 Job: 8307 CR	14,884.53		14,884.53				
	12/13/13	TTLCR	Daily Cash Float Tsfr-Op Fd JE		14,884.53					
	12/14/13	RJ15CFT2	AutoID: DTIKD133 Job: 8314 CR	200,000.00		200,000.00				
	12/20/13	TTLCR	Daily Cash Float Tsfr-Op Fd JE		200,000.00					
	12/21/13	RJ15CFT2	AutoID: DTIQD203 Job: 8322 CR	14,564.31		14,564.31				
		DR	Daily Cash Float Tsfr-Op Fd JE		14,564.31					
			* SUB ACCT Total *	408,013.56*	408,013.56*					

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

Beginning Cash per District as of November 30, 2013	253,251
Reductions	
Checks Written	-
Bank Fee	(37)
Total Reductions	(37)
Additions	
Quarterly Interest	-
Lehman Recovery-4th Distribution	-
Total Additions	-
 Ending Cash per District as of December 31, 2013	 <u>253,214</u>

Cash per County Statement (below)	253,214
Difference	(0)

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 12/01/2013-12/31/2013 Page 1
TUE, JAN 21, 2014, 9:09 AM --req: BUEHLERL--leg: GL JL--loc: CONT RWC--job: 8347861 #J5632--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 Tr	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	12/23/13	JE353203	Prior to 12/01/13		558,980.30	305,729.71	253,250.59		
		DR	AutoID: JMBAD233 Job: 8327 JE			36.84	253,213.75		
			* SUB ACCT Total *		558,980.30*	305,766.55*	253,213.75*		
0270 Interest Receivable		DR	Prior to 12/01/13		379.01	379.01			
			* SUB ACCT Total *		379.01*	379.01*	*		
0813 Fund Balance Available		CR	Prior to 12/01/13		2,185,842.99	178,929.55	-2,006,913.44		
			* SUB ACCT Total *		2,185,842.99*	178,929.55*	-2,006,913.44*		
0882 General Reserves		CR	Prior to 12/01/13			2,186,222.00	2,186,222.00		
			* SUB ACCT Total *			2,186,222.00*	2,186,222.00*		
0911 Receipts - Property Tax		CR	Prior to 12/01/13			350,000.00	350,000.00		
			* SUB ACCT Total *			350,000.00*	350,000.00*		

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

	December 6, 2013	December 20, 2013
Full-Time Employees	Gross Pay	Gross Pay
ALLEN, DAVID	2,399	2,399
BRICKLEY, THERESA	1,140	2,281
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
SEBAY, CHERYL P	3,384	3,384
SHELTON, THERESA	3,028	2,318
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
	55,527	55,957

Footnotes:

Commenced 11/25/13

Maternity Leave 12/2/13

Part-Time/Seasonal Employees		
WEBER, PAUL	-	-
	-	-

A

Trustee - Reimbursement in lieu of expenses		
CAIRO, CHRISTOPHER	-	-
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	-	200
NICKOLAS, LEON	-	100
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	-	100
WYKOFF, RICHARD	-	100
	-	1,900

B

Total Gross Pay	55,527	57,857
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Payroll Disbursement (including Net Pay & Taxes)

Total Net Pay	38,592	40,846
Federal W/H Tax	8,337	8,484
Social Security Tax	-	312
Medicare	1,610	1,696
CA W/H Tax	2,616	2,653
CA SUI/DI	573	791
Total	51,729	54,782

C

ADP Fee drawn for the period	217	219
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Total amount for the period	51,946	55,000
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Total amount for the month:		106,946
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Footnotes:

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

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14058	12/04/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,719.70)
11302013	11/30/2013		Employee Contribution PPE 11/30/13	4111AD · Life and Annuity Plan	1,219.70
			District Contribution PPE 11/30/13	4414 · 4414 · Great-West Deferred Comp	500.00
TOTAL					<u>1,719.70</u>
14059	12/04/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
11302013	11/30/2013		Voluntary Deduction PPE 11/30/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14060	12/04/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(21,488.43)
11302013	11/30/2013		Employee Contribution PPE 11/30/13	4111AD · Life and Annuity Plan	3,998.37
			Employer Contribution PPE 11/30/13	4321 · 4321 · County Retirement Plan	17,490.06
TOTAL					<u>21,488.43</u>
14061	12/04/2013	Charles P. Hansen	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(436.45)
CH12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14062	12/04/2013	Dennis J Jewell	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(436.45)
DJ12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14063	12/04/2013	James Bass	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(436.45)
JB12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14064	12/04/2013	James Counts	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(691.31)
JC12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	691.31
TOTAL					<u>691.31</u>
14065	12/04/2013	Ray Ritts	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(436.45)
RR12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14066	12/04/2013	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(436.45)

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
RS12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	436.45
TOTAL					<u>436.45</u>
14067	12/04/2013	Stanley Kamiya	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(536.87)
SK12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	536.87
TOTAL					<u>536.87</u>
14068	12/04/2013	Steven L Jensen	Retiree Health Care Premium Subsidy-Dec '13	1010a · Union Bank Clearing Account	(327.32)
SJ12012013	12/01/2013		Retiree Health Care Premium Subsidy-Dec '13	412A2AD · Retiree Health Reimbursement	327.32
TOTAL					<u>327.32</u>
14069	12/04/2013	ADP	A/C #1466165-8	1010a · Union Bank Clearing Account	(93.26)
1466165-11-2013	12/01/2013		Criminal background check for Theresa Brickley (Full-time Tect 856O1AD · ADP Screening & Selection Svc		93.26
TOTAL					<u>93.26</u>
14070	12/04/2013	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(604.78)
467940	11/25/2013		Employer Contributions for Nov 2013	4621 · AFLAC Insurance	441.54
			Employee Contributions for Nov 2013	4111AD · Life and Annuity Plan	163.24
TOTAL					<u>604.78</u>
14071	12/04/2013	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,619.60)
7918-7257Jan14	12/01/2013		Dental Plan Jan '14	422A1AD · Employee Dental Insurance	2,619.60
TOTAL					<u>2,619.60</u>
14072	12/04/2013	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(642.29)
110191748	11/30/2013		Inv #1101081980 11/06/13 Uniform Services	121A4OP · Uniform service & Logo patches	200.75
			Inv #1101086190 11/13/13 Uniform Services	121A4OP · Uniform service & Logo patches	158.98
			Inv #1101090303 11/20/13 Uniform Services	121A4OP · Uniform service & Logo patches	140.83
			Inv #1101094428 11/27/13 Uniform Services	121A4OP · Uniform service & Logo patches	141.73
TOTAL					<u>642.29</u>
14073	12/04/2013	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(430.60)
6503448592Nov13	11/19/2013		650 344-8592 11/19/13-12/18/13	712A1AD · Verizon / AT&T	430.60
TOTAL					<u>430.60</u>
14074	12/04/2013	Bay Alarm	A/C #2555126	1010a · Union Bank Clearing Account	(244.77)

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2555126131115M	11/15/2013		Burglar Alarm Monitoring Fee 12/01/13-03/01/14 Barron Ave	856G2AD · Security & Fire Alarm Maintenan	244.77
TOTAL					<u>244.77</u>
14075	12/04/2013	Bay Pointe Landscape	Landscape Maintenance Nov '13	1010a · Union Bank Clearing Account	(775.00)
12032013	12/03/2013		Landscape Maintenance Nov '13	856G4AD · Pond/Landscape Service	775.00
TOTAL					<u>775.00</u>
14076	12/04/2013	California Special Dist Assoc	Membership ID 253	1010a · Union Bank Clearing Account	(184.44)
31893	11/24/2013		Handbooks for Board Members	721A4AD · Board Training/Workshops	184.44
TOTAL					<u>184.44</u>
14077	12/04/2013	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(67.88)
9059698613Nov13	11/26/2013		Water 10/22/13-11/22/13	635A3AD · CAL Water	67.88
TOTAL					<u>67.88</u>
14078	12/04/2013	City of Redwood City		1010a · Union Bank Clearing Account	(152.36)
1084-C33902Nov13	11/26/2013		890 Barron Fire Water Service 10/26/13-11/26/13	635A2AD · Water/Sewer 890 Barron Ave	64.00
1084-B45939Nov13	11/26/2013		890 Barron Water Service 10/26/13-11/26/13	635A2AD · Water/Sewer 890 Barron Ave	88.36
TOTAL					<u>152.36</u>
14079	12/04/2013	Compu-Data		1010a · Union Bank Clearing Account	(420.00)
60426	11/21/2013		Installed new data base for lab (2hrs)	856G6AD · Network Maintenance	240.00
60429	11/25/2013		Setup 2 notebooks for operations (1.5hrs)	856G6AD · Network Maintenance	180.00
TOTAL					<u>420.00</u>
14080	12/04/2013	County of San Mateo-County Counsel	Inv #112513009	1010a · Union Bank Clearing Account	(4,818.50)
112513009	11/25/2013		Legal Services Rendered thru 9/30/13	856D1AD · Legal Services	990.00
				856D1AD · Legal Services	1,742.40
				856D1AD · Legal Services	838.70
				856D1AD · Legal Services	1,247.40
TOTAL					<u>4,818.50</u>
14081	12/04/2013	County of San Madero Office of Controll	San Mateo County Mosquito & Vector Control District	1010a · Union Bank Clearing Account	(2,605.00)
11262013	11/26/2013		Pro-rata share of LAFCO's adopted budget FY 2013-2014	31A11AD · LAFCO	2,605.00
TOTAL					<u>2,605.00</u>

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14082	12/04/2013	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)
20331861	11/26/2013		2 Blk and 1 Color Copiers Rental Period 12/10/13-01/09/14	856G1AD · Postage & Copiers Equip Rental	603.86
TOTAL					<u>603.86</u>
14083	12/04/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(861.51)
CFS-0750888	11/30/2013		Gasoline 11/16/13-11/30/13	416A10P · Gasoline/Oil/Materials	861.51
TOTAL					<u>861.51</u>
14084	12/04/2013	Life Technologies Corporation	Invoice #68060026	1010a · Union Bank Clearing Account	(1,124.34)
68060026	11/18/2013		PCR Supply-Viral isolation kit	171C6LB · Lab PCR Maint & Supplies	1,124.34
TOTAL					<u>1,124.34</u>
14085	12/04/2013	Meredith, Weinstein & Numbers, LLP	Inv #19790	1010a · Union Bank Clearing Account	(3,079.46)
19790	11/25/2013		Professional services thru 10/31/13	856D1AD · Legal Services	3,079.46
TOTAL					<u>3,079.46</u>
14086	12/04/2013	O'REILLY AUTO PARTS	Customer #1275593	1010a · Union Bank Clearing Account	(57.68)
1275593Nov13	11/28/2013		Cleaners for auto	428A50P · Misc Maint costs	57.68
TOTAL					<u>57.68</u>
14087	12/04/2013	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(182.02)
3027931971-6Nov13	11/19/2013		890 Barron Gas & Elec 10/17/13-11/17/13	631A2AD · Electric 890 Barron	182.02
TOTAL					<u>182.02</u>
14088	12/04/2013	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(1,769.41)
5584709654-6Nov13	11/27/2013		Elec & Gas 10/28/13-11/25/13	631A1AD · Electric 1351 Rollins Rd	1,769.41
TOTAL					<u>1,769.41</u>
14089	12/04/2013	Portola Valley Feed	Inv #90395	1010a · Union Bank Clearing Account	(47.90)
11262013	11/26/2013		Crumbles for chicken coop	966C1LB · Sentinel chicken flocks/supplie	47.90
TOTAL					<u>47.90</u>
14090	12/04/2013	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
11989167	11/27/2013		Garbage Service Nov '13	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					<u>301.05</u>

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

F-8

Num	Date	Name	Memo	Account	Original Amount
14091	12/04/2013	Redwood Trading Post	Cust #2511	1010a · Union Bank Clearing Account	(386.87)
97864	12/02/2013		Work boots for T. Brickley & Casey Rain gears (1 set)	121A6OP · Work boots 121A3OP · Rain gear	348.77 38.10
TOTAL					<u>386.87</u>
14092	12/04/2013	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(458.76)
C804083-541	11/25/2013		Copier Maint Contract-Base Billing & Billable Usage Charges 1	856G1AD · Postage & Copiers Equip Rental	458.76
TOTAL					<u>458.76</u>
14093	12/04/2013	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(829.42)
142979Nov13	11/18/2013		Long Term Disability Insurance Due 12/01/13	442AD · Standard Insurance Company	829.42
TOTAL					<u>829.42</u>
14094	12/04/2013	Vector Control Joint Powers Agency	VOID	1010a · Union Bank Clearing Account	-
TOTAL					-
14095	12/04/2013	Veracom Ford	Cust No. 1011358	1010a · Union Bank Clearing Account	(132.99)
21141	11/25/2013		Truck 45 air pressure sensor	428A5OP · Misc Maint costs	132.99
TOTAL					<u>132.99</u>
14096	12/04/2013	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(419.90)
121733430001Dec13	11/25/2013		Vision Plan Dec 2013	4431 · 4431 · Vision Insurance Plan	419.90
TOTAL					<u>419.90</u>
14097	12/04/2013	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(627.20)
3-81007Nov13	11/17/2013		Office Supply Misc Meeting Exp Supply Janitorial Cleaning/Paper Supply Aedes aegypti (CERT event)	199A2AD · Misc Office Supplies 721D1AD · Misc Meeting Expenses 156A1AD · Cleaning sup soaps paper towel 966L1AD · Public Health Emergency	57.63 134.91 49.02 385.64
TOTAL					<u>627.20</u>
14098	12/18/2013	Compu-Data		1010a · Union Bank Clearing Account	(360.00)
60446	12/04/2013		Setup extra notebook for operations (1 hr)	856G6AD · Network Maintenance	120.00
60454	12/12/2013		Lab's data copy & website update (2hrs)	856G6AD · Network Maintenance	240.00
TOTAL					<u>360.00</u>

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

F-8

Num	Date	Name	Memo	Account	Original Amount
14099	12/18/2013	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(936.56)
CFS-0757198	12/15/2013		Gasoline 12/01/13-12/15/13	416A1OP · Gasoline/Oil/Materials	936.56
TOTAL					<u>936.56</u>
14100	12/18/2013	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,889.68)
12142013	12/14/2013		Employee Contribution PPE 12/14/13 District Contribution PPE 12/14/13	4111AD · Life and Annuity Plan 4414 · 4414 · Great-West Deferred Comp	1,389.68 500.00
TOTAL					<u>1,889.68</u>
14101	12/18/2013	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
12142013	12/14/2013		Voluntary Deduction PPE 12/14/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14102	12/18/2013	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(20,772.93)
12142013	12/14/2013		Employee Contribution PPE 12/14/13 Employer Contribution PPE 12/14/13	4111AD · Life and Annuity Plan 4321 · 4321 · County Retirement Plan	3,903.56 16,869.37
TOTAL					<u>20,772.93</u>
14103	12/18/2013	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(77.83)
35008790	11/30/2013		Fuel Purchases Nov '13	416A1OP · Gasoline/Oil/Materials	77.83
TOTAL					<u>77.83</u>
14104	12/18/2013	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(23.85)
124562257	12/05/2013		Dry Ice Pellets	233E2LB · Dry Ice	23.85
TOTAL					<u>23.85</u>
14105	12/18/2013	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(147.22)
5054202-120413	12/04/2013		Drinking Water	199A3AD · Water Service	147.22
TOTAL					<u>147.22</u>
14106	12/18/2013	Blue Shield	H8V549	1010a · Union Bank Clearing Account	(21,703.00)
4313153Jan14	12/13/2013		Health Insurance Jan '14	412A1AD · Employee Health Plan	21,703.00
TOTAL					<u>21,703.00</u>
14107	12/18/2013	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(1,041.73)

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

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Num	Date	Name	Memo	Account	Original Amount
13322107	12/02/2013		#6 of 10-Color Copier Buyout (12/01-12/31/2013)	856G1AD · Postage & Copiers Equip Rental	416.67
13322106	12/02/2013		#6 of 10-Copiers & Fax Machine Buyout (12/01-12/31/2013)	856G1AD · Postage & Copiers Equip Rental	625.06
TOTAL					<u>1,041.73</u>
14108	12/18/2013	Capitol Enquiry	Customer #55904	1010a · Union Bank Clearing Account	(173.10)
61673	12/11/2013		2014 Pocket Directory of CA for Trustees (10)	721A4AD · Board Training/Workshops	173.10
TOTAL					<u>173.10</u>
14109	12/18/2013	Cardno ENTRIX	Client #33441001.00	1010a · Union Bank Clearing Account	(184.67)
95200-7	11/27/2013		SMCMVCD PEIR Consulting Services Thru 10/25/13	966F4LB · CEQA / PEIR	184.67
TOTAL					<u>184.67</u>
14110	12/18/2013	Clarke Mosquito Control Products, Inc.	Cust #002486	1010a · Union Bank Clearing Account	(6,770.50)
5058942	12/03/2013		Natular XRT Tablet (7cs)	111A1OP · Altosid, BVA, Larvicides	6,770.50
TOTAL					<u>6,770.50</u>
14111	12/18/2013	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(210.70)
8155200280283815De13	12/03/2013		High-Speed Internet 12/08/13-01/07/14	856J2AD · Comcast / Internet /GotoMyPC	210.70
TOTAL					<u>210.70</u>
14112	12/18/2013	FedEx	A/C #1484-0841-6	1010a · Union Bank Clearing Account	(40.08)
2-494-80328	12/13/2013		Send samplings to disease testing centers	966E1LB · Disease Surveillance	40.08
TOTAL					<u>40.08</u>
14113	12/18/2013	Francesco's Deli & Cafe	Inv #50400	1010a · Union Bank Clearing Account	(708.50)
50400	12/10/2013		Food for Trustee's Field Day	721I1AD · Trustee Field Day	708.50
TOTAL					<u>708.50</u>
14114	12/18/2013	Grainger	809934680	1010a · Union Bank Clearing Account	(2.79)
7023680213	12/05/2013		Trigger bottle sprayer	428B1OP · Hand Sprayers / Parts	2.79
TOTAL					<u>2.79</u>
14115	12/18/2013	Hotsy Pacific	Cust #SMCMOSQUITO	1010a · Union Bank Clearing Account	(644.58)
37189	11/30/2013		Detergents for Hotsy Machine	156B1OP · Detergents - Hotsy	644.58
TOTAL					<u>644.58</u>

San Mateo County Mosquito & Vector Control
Check Detail
December 2013

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14116	12/18/2013	James Barry	Inv #942273	1010a · Union Bank Clearing Account	(120.00)
942273	12/12/2013		Monthly maintenance of koi pond	856G4AD · Pond/Landscape Service	120.00
TOTAL					<u>120.00</u>
14117	12/18/2013	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(3,844.00)
7365-0000Jan14	12/01/2013		Health Insurance Jan '14	412A1AD · Employee Health Plan	3,844.00
TOTAL					<u>3,844.00</u>
14118	12/18/2013	Kone Inc	Cust #191941	1010a · Union Bank Clearing Account	(1,112.31)
221345934	12/01/2013		Elevator Maintenance 12/01/13-02/28/14	856G3AD · Elevator Maintence billed Qrtly	1,112.31
TOTAL					<u>1,112.31</u>
14119	12/18/2013	Lampire Biological Lab	Inv #00274796	1010a · Union Bank Clearing Account	(195.75)
00276385	12/02/2013		Chicken blood for mosquito feed. P.O. 02706-1062	171C5LB · Lab Mosquito Blood Service	195.75
TOTAL					<u>195.75</u>
14120	12/18/2013	Mercury News, The	A/C #3442419	1010a · Union Bank Clearing Account	(68.90)
711888	11/30/2013		Classified Advertising-Publishing of Board Meeting	721A2AD · Legal Ads	68.90
TOTAL					<u>68.90</u>
14121	12/18/2013	Pitney Bowes Inc	0076-7976-00-4	1010a · Union Bank Clearing Account	(130.80)
385950	12/03/2013		Postage Machine Rental 01/01/14-03/31/14	856G1AD · Postage & Copiers Equip Rental	130.80
TOTAL					<u>130.80</u>
14122	12/18/2013	San Mateo Electric, Inc.		1010a · Union Bank Clearing Account	(459.00)
2503	12/06/2013		Complete wiring for exterior flood lights & troubleshoot restroom	428C3AD · Misc Facility Equip Repair	300.00
2505	12/06/2013		Replace ballasts in dressing room off garage	428C3AD · Misc Facility Equip Repair	159.00
TOTAL					<u>459.00</u>
14123	12/18/2013	Stanley Convergent Security Solutions	7460111977	1010a · Union Bank Clearing Account	(962.88)
10849493	12/01/2013		Security & Fire Alarm Maint. & Monitoring 01/01/14-06/30/14	856G2AD · Security & Fire Alarm Maintenan	962.88
TOTAL					<u>962.88</u>
14124	12/18/2013	Stericycle, Inc.	Cust #6122581	1010a · Union Bank Clearing Account	(95.05)

San Mateo County Mosquito & Vector Control

Check Detail

December 2013

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
3002464964	11/30/2013		Bio-hazard pickup	171C4LB · Lab Bio Waste Disposal	95.05
TOTAL					95.05
14125	12/18/2013	Townsend & Styer Maintenance Co., LL	Inv #12-13-211	1010a · Union Bank Clearing Account	(725.00)
12-13-211	12/01/2013		Janitorial Service Dec 2013	856J1AD · Janitorial Service	725.00
TOTAL					725.00
14126	12/18/2013	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(3,647.82)
	11/18/2013		District credit card payment	US Bank Credit Card	3,647.82
TOTAL					3,647.82
14127	12/18/2013	U.S. Healthworks Medical Group	A/C #119103	1010a · Union Bank Clearing Account	(50.00)
2405154-CA	12/03/2013		Drug test for full-time technician-Brickley, Theresa	856O1AD · ADP Screening & Selection Svc	50.00
TOTAL					50.00
14128	12/18/2013	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(677.93)
9715675311	11/26/2013		Monthly Access Charges 11/27-12/26/13	712A1AD · Verizon / AT&T	677.93
TOTAL					677.93
14129	12/18/2013	Yung N. Nguyen	Inv #13-SD002	1010a · Union Bank Clearing Account	(3,600.00)
13-SD002	12/02/2013		Lab database application development (45 hrs)	856B1AD · Sources Database Consulting	3,600.00
TOTAL					3,600.00
CHECK TOTAL					123,263.89

NOTE:

Prior month's check numbers were 13994 to 14057. This month's checks are numbers 14058 to 14129.

San Mateo County MVCD - Capital Project Fund

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Check Detail

December 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					0.00
				CHECK TOTAL	-

NOTE:

Prior month's check numbers were 1624 to 1625. There are no checks written this month.

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

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Dec

Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
Devina S Walker						
Credit Card Charge	11/21/2013	247170	REI	Bike rack & side saddles for work bike used for seasonal inspectio	233D1OP · Field Equipment	109.85
Credit Card Charge	12/02/2013	248016	Zorbas Pizza	Food for Finance Committee Meeting	721A3AD · Monthly Meeting/Committee Expe	56.49
Credit Card Charge	12/04/2013	242465	Orchard Supply Hardware	Christmas tree & stand	199A2AD · Misc Office Supplies	49.03
Credit Card Charge	12/04/2013	246921	Misc- AP	Pet Food Express-Food for mosquito fish	966A1OP · Mosq fish pond mtnce supplies	55.55
Credit Card Charge	12/09/2013	246104	The Home Depot	Supplies to build chicken coop	966C1LB · Sentinel chicken flocks/supplie	150.08
Credit Card Charge	12/10/2013	243230	Misc- AP	National Products-Vehicle computer mount	428A5OP · Misc Maint costs	221.44
Credit Card Charge	12/11/2013	246921	Starbucks USA	Coffee for Trustee Field Day	72111AD · Trustee Field Day	27.90
Credit Card Charge	12/11/2013	247554	Copenhagen Bakery and Cafe	Pastries for Trustee Field Day	72111AD · Trustee Field Day	59.15
Credit Card Charge	12/17/2013	246104	The Home Depot	Shelvings in mosquito colony	171C3LB · Lab Misc Supplies	109.17
Credit Card Charge	12/17/2013	246104	The Home Depot	Shelvings in mosquito colony	171C3LB · Lab Misc Supplies	218.35
Credit Card Charge	12/18/2013	242755	Misc- AP	Bonne Sante-Mid-year review meeting with managers	721D1AD · Misc Meeting Expenses	13.40
Credit Card Charge	12/19/2013	244921	Misc- AP	SPEX SamplePrep-Vials for tick extraction & mixermill	171C6LB · Lab PCR Maint & Supplies	234.49
Credit Card Charge	12/19/2013	244457	office depot #979	Wall calendar for Brian's office	199A2AD · Misc Office Supplies	27.24
Credit Card Charge	12/20/2013	244457	office depot #979	Calendar for Lab & Safety Committee	199A2AD · Misc Office Supplies	39.22
Credit Card Charge	12/20/2013	246921	CTO*GoToMyPC.Com	GoToMyPC 1Yr Renewal for Nayer Zahiri	856J2AD · Comcast / Internet /GotoMyPC	99.00
Total Devina S Walker						1,470.36
Robert Gay						
Credit Card Charge	11/22/2013	241640	Kahn & Keville	Tires for 2 tech trucks	428A1OP · Tires/bal/align/etc	982.62
Credit Card Charge	11/28/2013	249064	Hsw*hostway.com	Hosting Business-Standard 10/28-11/27/13	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	12/06/2013	242669	AMCA	Registration for AMCA @ Seattle Washington (6)	721B2AD · AMCA	1,920.00
Credit Card Charge	12/06/2013	244356	JACK IN THE BOX	MVCAC Special Meeting @ Sacramento	721D1AD · Misc Meeting Expenses	8.77
Credit Card Charge	12/07/2013	247554	Hilton	MVCAC Special Meeting @ Sacramento	721D1AD · Misc Meeting Expenses	183.13
Credit Card Charge	12/08/2013	244309	Microsoft	Windows Intune 12/01/2013-12/31/2013	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	12/18/2013	244309	Microsoft	Exchange Online Standard Service 12/2013	856J4AD · Microsoft Intune & Email Servic	96.00
Total Robert Gay						3,476.47
Total US Bank Credit Card						4,946.83



P.O. BOX 6343
FARGO ND 58125-6343

F-10
Dec



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 12-23-2013
AMOUNT DUE \$8,594.65
NEW BALANCE \$8,594.65
PAYMENT DUE ON RECEIPT

000002681 1 MB 0.405 106481398612037 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] 000859465 000859465

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance	
Company Total	\$3,647.82	\$4,946.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,594.65	

NEW ACTIVITY					
DEVINA S WALKER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,470.36	\$0.00	\$1,470.36
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-25	11-21	24717053326693265792210	REI 38 SAN CARLOS SAN CARLOS CA	109.85	
12-05	12-04	24246513338401003816518	ORCHARD SUPPLY #210 MILLBRAE CA	49.03	
12-05	12-02	24801633338286000000023	ZORBAS PIZZA 650-875-1616 CA	56.49	
12-06	12-04	24692163339000815239794	PET FOOD EXPRESS 3044 BURLINGAME CA	55.55	
12-11	12-09	24610433344010175613651	THE HOME DEPOT 632 SAN MATEO CA	150.08	
12-12	12-10	24323003345034445014266	NATIONAL PRODUCTS INC 206-763-8361 WA	221.44	
12-12	12-11	246921633345000646668932	STARBUCKS #00523 BURLINGA BURLINGAME CA	27.90	
12-13	12-11	24755423346643462310526	COPENHAGEN BAKERY AND CAF BURLINGAME CA	59.15	
12-19	12-18	24275503352353016149005	BONNE SANTE BURLINGAME CA	13.40	
12-19	12-17	24610433352010175616950	THE HOME DEPOT 632 SAN MATEO CA	109.17	
12-19	12-17	24610433352010175617834	THE HOME DEPOT 632 SAN MATEO CA	218.35	
12-20	12-19	24492153353849036907264	SAMPLEPREP 732-623-0494 NJ	234.49	
12-23	12-19	24445743354100339125922	OFFICE DEPOT #979 MILLBRAE CA	27.24	
12-23	12-20	24445743355100289966837	OFFICE DEPOT #979 MILLBRAE CA	39.22	
12-23	12-20	24692163354000774202353	CTO*GOTOMYPC.COM 888-259-3826 CA	99.00	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 12/23/13		PREVIOUS BALANCE 3,647.82	
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	DISPUTED AMOUNT .00		PURCHASES & OTHER CHARGES 4,946.83	
	AMOUNT DUE 8,594.65		CASH ADVANCES .00	
			CASH ADVANCE FEES .00	
			LATE PAYMENT CHARGES .00	
			CREDITS .00	
		PAYMENTS .00		
		ACCOUNT BALANCE 8,594.65		



Company Name: SMCMD
Corporate Account Number: [REDACTED]
Statement Date: 12-23-2013

NEW ACTIVITY					
ROBERT GAY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$3,476.47	\$0.00	\$3,476.47
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-25	11-22	24164073327200000055492	KAHN AND KEVIL00033431 SO SAN FRANC CA	982.62	
11-29	11-28	24906413332004485309414	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
12-09	12-06	24266963342700103592721	AMCA 732-544-4645 NJ	1,920.00	
12-09	12-08	24430993343400815038223	MSFT *ONLINE BILL.MS.NET WA	264.00	
12-09	12-06	24435653341091029001201	JACK IN THE BOX #3455 FAIRFIELD CA	8.77	
12-09	12-07	24755423341163415789929	HILTON GARDEN INN SACRAMENTO CA 00003952 ARRIVAL: 12-05-13	183.13	
12-19	12-18	24430993353400812012715	MSFT *ONLINE BILL.MS.NET WA	96.00	

Department: 00000 Total: \$4,946.83
 Division: 00000 Total: \$4,946.83

Agenda Item # 11.

MANAGER'S REPORT

SUBJECT: State, Agency and District Activities

Legislative Update

- **Governor Brown is declaring a State of Emergency.**
 - Governor Brown at his State of the State Address is proclaiming in a declaration a State of Emergency due to water shortfalls in the driest year in recorded state history.
 - Directing all state officials to take all necessary actions to prepare for these drought conditions.

- **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.
 - To meet the requirements of this law by July 1st the District has made the required change to our District Employment Application.

Mosquito and Vector Control Association of California (MVCAC)

- MVCAC Annual Meeting scheduled for February 19-21, 2014. Trustees Schneider, Cogoni, and President Rutherford will provide their reports at the March Board meeting.

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. Reports will be provided at the March Board meeting.
 - Staff members attending are Manager Gay and Assistant Manager Weber.
- **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.

Local Agency Formation Commission (LAFCo)

- **Call for Nominations: Special District Selection Committee to Elect Special District Member on San Mateo LAFCo Pursuant to Section 56332.**
 - President Rutherford is directed to attend the special meeting on Tuesday, March 4, 2014 at 7:00 p.m. at the Sequoia Health Care District Office, 525 Veterans Boulevard, Redwood City.
 - Voting members of the Special District Selection Committee are the Board Presidents or another Board appointed Trustee. If President Rutherford is unable to attend the meeting the District Board would have to appoint another Trustee at this February Board meeting to attend in her place.
 - The reason for the meeting: David Altsher, Special District representative has retired.

ACTION: Recommend an alternate Trustee be appointed to attend this meeting.

District Program Updates

- **West Nile Virus (WNV) 2014**

- Centers for Disease Control (CDC) have cut funding to California Department of Public Health's West Nile virus surveillance program by 40% for the cycle starting August 1, 2014.
 - This will have a significant impact on the dead bird testing program.
 - MVCAC Board voted {7 to 2} to fund this program for 2014.
 - To fund this program the Board will have to raise the dues.
 - We will schedule to increase our budget for MVCAC dues from the current \$8,000 to \$10,000 for FY 2014-15.
- A USDA licensed West Nile Virus diagnostic kit for horses is now commercially available to veterinary and reference laboratories in the US.

- **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.
- District ordered additional BG Sentinel and EVS traps from Bio Quip and requested 20 additional AGO Adult Mosquito traps from CDC. Currently the AGO traps are free we just need to pay for shipping.
- Forty (40) Ovitrap are being employed in Menlo Park and in 8 cemeteries and 8 nurseries. The technicians are collecting the egg paddles each week.
- As discussed last month: 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 at Waterdog Lake in Belmont**

- Laboratory Director Zahiri and staff have tested with our new real-time PCR, 463 ticks collected at Waterdog Lake in Belmont, in December 2013 and January 2014.
- Ticks were placed in a pool of 1-5 ticks for Lyme disease testing.
- The surveyed trails and "pool" infection rates:
 - Upper John Brooks Trail 0.0%
 - Lake Road Trail 0.0%
 - Elevator/Lower John Brooks Trail 8.33%
 - Chaparral Trail 11.54%
 - Mid John Brooks Trail 11.76%

- These infection rates of our collected ticks are on the high side so the Operational staff followed up with posting of Lyme disease warning signs for park users and hikers.
- Assistant Manager Weber, Laboratory Director Zahiri, and Manager Gay met with Jonathan Gervais, Parks and Recreation Director in Belmont to discuss the control of the infected tick populations on trails Chaparral and Mid-John Brooks.
- The District is submitting a Public Health Press Release to notify the public on the threat of Lyme disease and the presence of high populations of ticks in our parks and hiking trails.
- The District is implementing targeted control of the ticks on trails that have recorded high levels of Lyme infected ticks. The first tick control program will be targeted at Chaparral Trail in late January. Two (2) miles of trails will be treated with a 3-5 foot swath of Suspend a pyrethroid for controlling the ticks.
- **Mosquito Collection with CO2 Traps**
 - All CO2 traps in early December revealed a big reduction of adult mosquitoes due to the very cold winter temperatures.
 - The warmer weather in January is reversing that trend and now bringing on much earlier our urban house mosquitoes especially in the City of San Mateo.
 - We have purchased 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 goal is for each Technician to have 10 EVS CO2 traps available for adult mosquito surveillance programs within their zone.
- **Continuing Education Program with Webinars**
 - Staff is scheduled to view three webinar continuing education programs. They included:
 - The Mosquito Control Toolbox – Status, Challenges, and New Developments
 - Surveillance and Control of Dengue Vectors
 - *Aedes aegypti* in the Sonoran Desert, Who would have thought!
- **Website Upgrade**
 - Administrative staff is currently upgrading the website with Board agendas, Board packets, minutes, brochures, trustee listing, etc. Due to the age of our website this updating requires a DOS Specialist to input the changes through our District IT contractor.
 - A complete website upgrade is under investigation. We have an intern Andrea Sprockett helping with our website along with designing a health education and outreach program. The upgrading of our District website is considered a priority and

will require funding for next fiscal year. Procedures for the District Environment/Public Outreach and maybe the Ad-hoc I-Tablet Committees and District Management include:

- Meet with a website designer group to get an overview of the process.
- Draft an RFP by March 2014.
- Advertise and submit the RFP to website design groups.
- Interview the website designers who submit proposals.
- Recommend to the Board a website designer for approval.
- Budget for FY 2014-15 the cost of rebuilding the District's website.

- **National Pollutant Discharge Elimination System (NPDES) Permit**

- The District submitted our 2013 NPDES report to the Regional Water Board.
- The Water Board is requiring some editorial revisions to our 2013 NPDES report.
- Many districts in the Coastal Region are required to make the same changes to their 2013 reports. This is strictly a regional issue with our regional water board.
- The issue centers around the chemical testing done by the NPDES Coalition was centered in the Sacramento and San Joaquin valleys and not in the Coastal Region and we need to reference this testing in our reports.
- Assistant Manager Weber is coordinating those revisions.

- **Coastal Conservancy Cordgrass Contract**

- Administrative staff including Assistant Manager Weber, Finance Director Rodriguez, and Office Admin Walker is currently completing the details the Coastal Conservancy is requesting to complete our 2013 final report of areas treated.
- Once completed the District will be reimbursed (\geq \$60,000) for our services.

- **Prevent Bird (Pigeon) Feeding Ordinance**

- Assistant Manager Weber is investigating the implementation of a Countywide Preventing Bird (Pigeon) Feeding Ordinance.
- A number of cities (City of Albuquerque) around the country have implemented an ordinance regarding the abatement of pigeon nuisance. Making it a civil violation to feed feral pigeons, prohibiting harborage and the allowance of pigeon waste to accumulate, and authorizing abatement agreements.
- Assistant Manager Weber will work with the Board of Supervisors on a similar ordinance.

- **Avian Cholera Outbreak in Redwood Shores**

- In December 2013, an avian cholera outbreak killed 185 ducks in a Redwood Shores pond.

- Officials with US Fish and Wildlife are not certain how the Avian Cholera bacteria entered the pond located off Radio Road but they suspect an infected bird flew in from East Bay where an Avian Cholera outbreak has occurred. An infected bird may infect a great many other birds very quickly.
- The South Bayside's treatment plant is draining the pond in the hopes of drying out of the soil will kill the bacteria. If rains come the problem will continue and potentially spread to other areas.
- **District Polo Shirts**
 - Assistant Manager Weber is coordinating the ordering of polo shirts and all-weather jackets for the "recently hired" operational and laboratory staff. The District polo shirts are used at the local city and community fairs, city council meetings, legislator meetings, training classes, annual meetings, and conferences.
- **Medical Waste Policy**
 - Laboratory Director Zahiri is coordinating the collaborative efforts with MVCAC on the development of a Medical Waste Policy.
- **District Monthly Report**
 - Vector Ecologist Sebay is working with Robyn Thaw, County Public Information & Communications Officer, San Mateo County Health Systems to update and renovate our monthly District Report to make it a more user friendly document.
- **BCDC Permit No. M1977.037.06**
 - This is our original source reduction permit issued in June 30, 1977 as Permit No. M77-37.
 - Our District continues with this permit with three other Districts (Marin-Sonoma, Alameda, and Napa).
 - This permit allows our District operational staff to perform vegetation clearing along creeks with hand tools to provide access to treatment areas.
 - We will be required to provide the California Department of Public Health and the San Francisco Bay Conservation and Development Commission and the U.S. Army Corps of Engineers our Programmatic Environmental Impact Report when completed.
 - Assistant Manager Weber is coordinating work on this permit for the District.
- **Streambed Alteration Permit with the U.S. Army Corp of Engineers**
 - Assistant Manager Weber is working with the Coastal Region Mosquito Abatement Districts, State Vector-borne Disease staff, Corps of Engineers, State Fish and

- Wildlife Service, and US Fish and Wildlife Service on a special permit to allow us to trim the vegetation back from the stream banks so our technicians can transverse these streams performing surveillance and control operations for mosquitoes.
- Many of the San Mateo County cities have a streambed alteration permit that we may be able to operate under which may prevent our District from going through this lengthy regulatory process.
 - Assistant Manager Weber is investigating how many cities have a streambed alteration permit.
- **Programmatic Environmental Impact Report**
 - Assistant Manager Weber is coordinating the final push on our Programmatic Environmental Impact Report. We should be receiving the final draft for key chapters for our review in the next month.
 - We should be able to complete our PEIR this fiscal year.
 - **CPR Training**
 - The District provides CPR training to the staff. This year John Holick from Central Life Sciences will provide the training. Assistant Manager Weber is coordinating.
 - **Operational Protocols**
 - Assistant Manager Weber and Operations Supervisor Stevenson are almost completed with the drafting of a series of protocols for implementing surveillance and control strategies for the operational staff. It was noted during their original work at developing these operational protocols that other mosquito and vector control districts also do not have written protocols. Once our written protocols are completed we will make them available to other districts.
 - **Bed Bug Protocol**
 - Assistant Manager Weber is working on a Bed Bug Protocol for his operational staff.
 - The problem with bed bugs is growing steadily throughout the Bay Area including San Mateo County and our staff needs to have an understanding on our recommended surveillance strategies.
 - Currently, there is great difficulty in controlling bed bugs in hotels and in residential properties.
 - **Rodent Forum**
 - The District provides a yearly forum for all pest control companies who perform rodent control services throughout the county to come to the district for a three-four

- hour educational program. These forums in the past are well attended and are coordinated by our Laboratory Staff.
- We will start work on coordinating a rodent forum for 2014 with guest speakers from the rodenticide industry.
- **Pesticide Training**
 - The District provides a yearly review of all the pesticides used by our operational and laboratory staff. This year the training was provided by the District's Operations Supervisor, Casey Stevenson.
 - Training was completed in January 2014.
 - **Safety Program**
 - District Safety Officer, Casey Stevenson and the Safety Committee are coordinating their training programs and inspections in accordance with our safety programs. They have held multiple very productive meetings.
 - The Safety Committee will recommend changes to the District Policy Committee with the Illness and Injury Prevention Policy.
 - **North and West County Mosquito and Disease Control Assessment**
 - We are working out the schedule with SCI Consulting on our timeline for our benefit assessment for FY 14-15.
 - The first step is to complete and file the Preliminary Engineer's Report with the District Management Staff by April 23rd.
 - **Vehicles**
 - Our first 2014 Nissan Frontier FX2-4x4 pickup for a Vector Control Technician has arrived and with this vehicle we have started the new leasing program with Enterprise. In exchange, we are releasing for sale by Enterprise a 2008 Ford Ranger 4x4 Pickup we have experienced numerous mechanical issues.
 - Assistant Manager Weber is drafting the justification documents for leasing with Enterprise two (2) 2014 Nissan Frontier 2x4 pickups to support the *Aedes aegypti* surveillance program, pickup dead birds, and CO2 trap collections. We should be able to bring this information to the Board at the March board meeting. These two pickups are very basic, two wheel drives, for supporting the additional two (2) staff being hired to work in the Menlo Park area for *Aedes aegypti* surveys, summer hires picking up dead birds for WNV testing, and setting or collecting the CO2 traps placed surrounding a positive dead bird.

- **RFP for Uniform Services**

- The District has used American Pride Uniform Service for the last six years and is concerned with costs and the quality of the current uniforms. As a result, an RFP will be submitted in March and a uniform contractor will be selected by May for services to start July 1st.

- **Public Outreach Coordinator Intern**

- The District has a new intern helping with the public outreach program.
- Andrea Sprockett, has a Master's degree in International Public Health from the University of Sydney – Australia. Her background is in programs and project management, with experience in advocacy, and media communications. Andrea's husband is just starting a five year Ph.D. program at Stanford University.
- Andrea was very interested in helping our District with designing a health education and outreach program to meet the needs of our residents.
- We have immediate issues with our *Aedes aegypti* handouts developed this last year with the help of the California Department of Public Health (CDPH). The CDC reviewed all districts in California handouts and gave all of our handouts a “very poor” rating when using CDC's Clear Communication Guidelines.
- As a result, Andrea will work with CDPH and other involved districts to help redraft our *Aedes aegypti* handouts before our season starts in a couple months.
- Strategically we will also have Andrea working on a collaborative design of our public health mosquito education materials, assessment of previous year's outreach strategies (successes, challenges, partners, potential partners, what other districts are doing for public outreach), define our district's goals and metrics for evaluation, and design a public health education and outreach program justifying the value of a District Public Health Outreach Officer.
- Andrea will work with the District Management, CDPH, districts, MVCAC, and the District's Environmental and Public Outreach Committee chaired by Dr. Scott.

- **Regional Government Services**

- We discussed this at a previous Board Meeting about using Regional Government Services to provide Human Resources Support.
- Jennifer Bower, Human Resource Director, RGS, has reached out to our District and explained how RGS is a public agency whose sole purpose is to serve other public agencies. As such, they are not for profit, and provide services at the cost it takes to do this, with no mark up for profit.
- Jennifer attached a scope of work we are now reviewing. The Example Scope of Services is attached.

- **Lehman Officers and Directors Settlement**
 - San Mateo County Treasurer (Arnott) submitted a letter to the pool participants on the distributions of \$4,052,505.06 from the Lehman Officers and Directors Settlement.
 - A second distribution will be available February 14th when the 30 day appeal period on the Court's "Bar Order" has expired.
 - This distribution brings the cumulative recovery amount to \$65,654,812.84, approximately 42.46% of the total \$155,000,000 claim.

- **District Database Program**
 - District Management is having lengthy discussions on the District's database programs. The current ACCESS Source Database is not able to accept further customizations and modifications.
 - The ACCESS program in use is version 2003. Trying to upgrade to 2010 caused a complete crash to the program and 2003 was reinstalled.
 - District Management will work with the Ad-hoc Technology (e-tablet) Committee on investigating the new programs being used by other Districts.

Trustee Programs

- **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*.

Manager Meetings outside the District in February

- ✚ AMCA Meeting, February 2-6th
- ✚ MVCAC Finance Committee Meeting in Los Banos, February 7th.
- ✚ Coastal Region Managers Meeting in Concord, February 14th.
- ✚ MVCAC Annual Conference in San Diego, February 18-21st

REFERENCE MATERIALS AVAILABLE IN THE OFFICE:

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

- A. LAFCO letter dated January 21, 2014.
 - B. District Report.
 - C. Tick Disease Surveillance PCR Results for FY 2012-2013.
 - D. Mosquito Collection for 12/19/13, 1/10/14, 1/14/14, and 1/23/14.
 - E. City of Albuquerque Ordinance regarding the abatement of pigeon nuisance.
 - F. BCDC Permit No. M1977.037.06
 - G. Pesticide Training
 - H. RGS Scope of Services.
 - I. San Mateo County Treasurer dated January 21, 2014
 - J. Water Board Notice of Public Comment on NPDES Permit.
 - K. North and West County Mosquito and Disease Control Assessment Proposed Timeline.
 - L. Article: Need for Mosquito Control Becoming More Critical, press release.
 - M. Article: InBios Receives USDA License for its West Nile Virus Antibody Detection Kit for Horses.
-

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



San Mateo County Mosquito Abatement District
EXAMPLE EXAMPLE EXAMPLE
Scope of Services:

1. Subject to the terms and conditions of this Agreement, RGS shall assign RGS employees to serve as the San Mateo County Mosquito Abatement District's Human Resources Management Consultants, which requires performing the functions as described below:
 - 1.1. Phase I - ORGANIZATIONAL NEEDS ASSESSMENT
 - 1.1.1. Meet with executives, key administrative staff and other representatives to identify current human resource management needs and issues.
 - 1.1.2. Review existing personnel policies and administrative practices, and audit essential personnel records.
 - 1.1.3. Prepare a comprehensive status report on the District's HR management systems, including prioritized recommendations for action steps to enhance or develop critical system elements. It is anticipated that future issues will also be identified in this Phase.
 - 1.1.4. Meet with the General Manager/Finance Manager to prepare a timeline to address the various identified issues, and to plan for key stakeholder engagement.
 - 1.2. Phase II - ADMINISTRATIVE INFRASTRUCTURE DEVELOPMENT
 - 1.2.1. Initiate weekly office hours, during which RGS staff would facilitate communication with and engagement of stakeholders in addressing high-priority issues, confer with management staff and others as needed to obtain input and/or feedback regarding HR systems, policy and procedure recommendations.
 - 1.2.2. Research best practices and develop or update various key human resources administration documents, including policies, procedures, forms, templates and job descriptions to develop an effective and compliant system of human resources management practices and personnel transactions.
 - 1.2.3. Create policy implementation plans and timelines, including identification of roles/activities to be carried out by the District's managers and supervisors, and procedures required to ensure compliance with labor laws and maintain good employee relations.
 - 1.2.4. Coach or train managers and supervisors on new policies and implementation, prepare educational and informational documents, and participate in implementation meetings as needed.
 - 1.2.5. Conduct an in-depth review and analysis of benefit programs; and an in-depth cost-benefit analysis of existing labor issues, with associated strategic planning for employment-related issues.
 - 1.3. Phase III - ONGOING MAINTENANCE OF ESTABLISHED HR PROGRAMS
 - 1.3.1. Confer with management staff and supervisors upon request to provide a full range of human resources management advice and personnel problem solving recommendations. Completion of a personnel problem resolution plan.

- 1.3.2. Provide written documentation of analysis and recommendations as needed.
 - 1.3.3. Draft specific personnel correspondence relevant to problem resolution.
 - 1.3.4. Provide individual coaching to supervisors and managers on conducting specific sensitive personnel conversations.
 - 1.3.5. Upon management request, meet jointly with managers or supervisors, employees and/or employee representatives for the purpose of problem clarification or resolution.
 - 1.3.6. Be reasonably available to perform the services during the normal work week, as agreed upon.
 - 1.3.7. Meet as often as necessary for the purpose of consulting about the District's human resources needs and issues, and the scope of work performed.
 - 1.3.8. Provide on-site human resources office hours each week of no less than 4 hours per week, ensuring that information and problem-solving services are readily available to all employees of the District.
 - 1.4. The cost of all consultant services described above shall not exceed the per rate hour as indicated below; consultants have not yet been determined.
2. Additional work not described above is recommended by RGS as part of the full human resources function.
- 2.1. Such work may include but is not limited to:
 - 2.1.1. Conduct recruitment processes to fill District vacancies, or design selection instruments to be used in such processes.
 - 2.1.2. Design and conduct classification and compensation studies and surveys.
 - 2.1.3. Develop and conduct managerial, supervisory, or employee training courses, including team building, communication and conflict resolution workshops.
 - 2.1.4. Participate on behalf of the District in conducting: workers' compensation case management and interactive accommodation processes; medical leave management; labor negotiations; or any other activity requiring direct and ongoing engagement with the non-management employees of the District.
3. Phase 1 will be a team effort, led by xxxxx. For Phases 2 and 3 and any other requested services, the RGS employee primarily assigned will be xxxxxxxx, Consultant/Human Resources Manager, who will oversee and direct projects to RGS staff as needed. RGS staff with equal or lower bill rates may be assigned to projects or tasks at her discretion or as agreed with District.

Key Staff	Hourly Rate
xxxxxxx, Consultant/Phase 1 Project Leader	\$150
xxxxxxx, Consultant/Human Resources Manager	\$125
xxxxxxx, Consultant/Human Resources Analyst (onsite)	\$80
xxxxxxx, Consultant/Human Resources Analyst (offsite projects)	\$80
xxxxxxx, Consultant/Organizational Development Specialist (if requested)	\$125

- 4. These services will begin effective immediately upon authorization of a contract for services.

Bob Gay

From: Rosendo Rodriguez
Sent: Thursday, January 23, 2014 5:53 PM
To: Bob Gay
Subject: FW: RGS working with the District
Attachments: SMCMAD Scope sample.pdf

FYI....

From: Jennifer Bower [<mailto:jbower@rgs.ca.gov>]
Sent: Wednesday, January 22, 2014 4:11 PM
To: Rosendo Rodriguez
Subject: RGS working with the District

Hi Rosendo, nice talking with you this afternoon. RGS is a public agency whose sole purpose is to serve other public agencies. As such, we are not for profit, and provide services at the cost it takes us to do this, with no mark up for profit.

I have attached an example Scope of Work. I would love to talk with you more. After you have had a chance to look at this, please give me a call to set up a meeting.



Jennifer Bower
Human Resources Director
Regional Government Services
PO Box 1350 Carmel Valley CA 93924
805/764-5450 Ventura area office
650/587-7316 phone
650/587-7311 fax

January 2014



District Report



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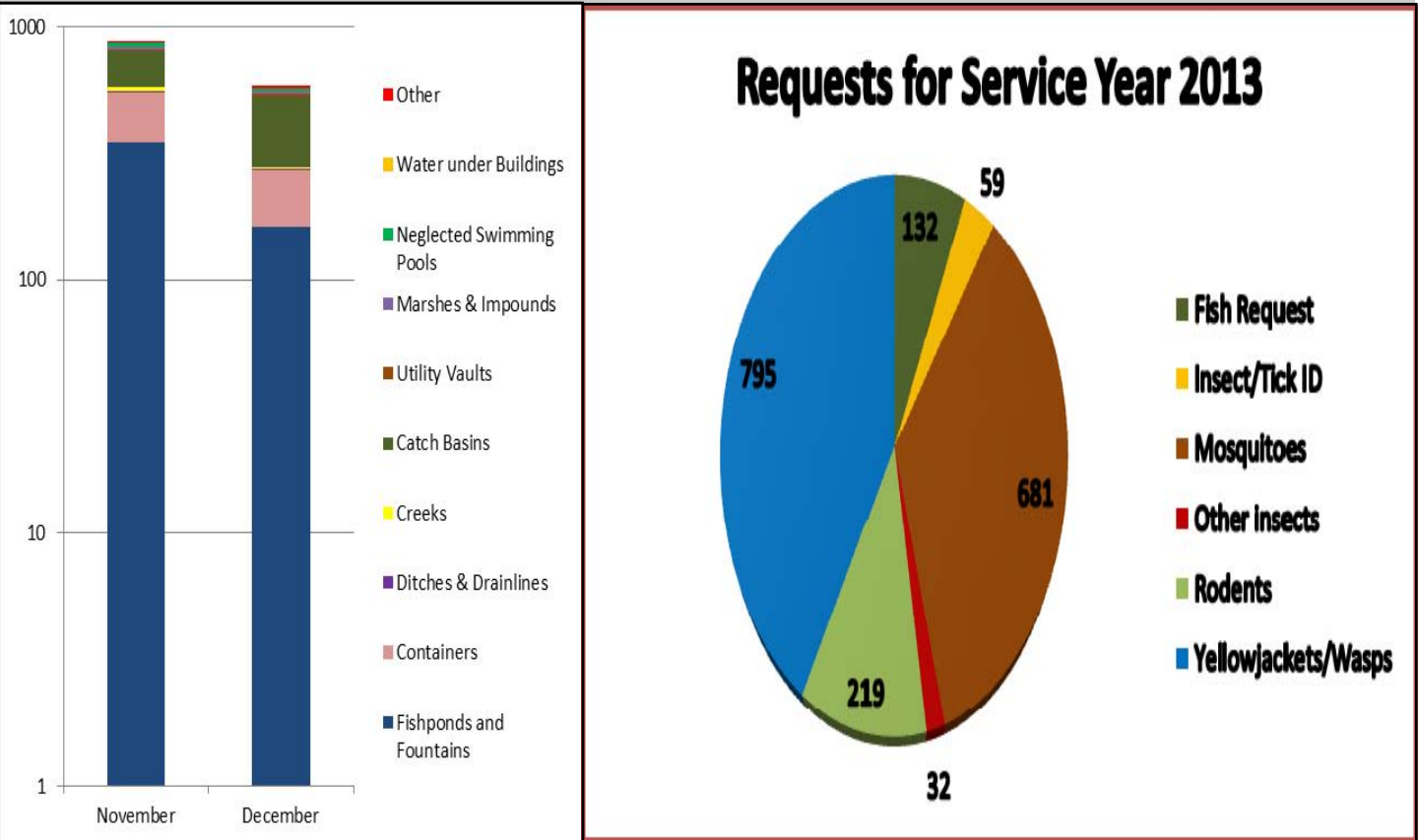
Traps for female *Aedes aegypti* deployed in Menlo Park and cemeteries throughout the county for the District's *Aedes* Surveillance Program. The traps are monitored until late fall. From left to right: Autocidal Gravid Ovitrap (AGO) and ovitrap (pint cup).

District News

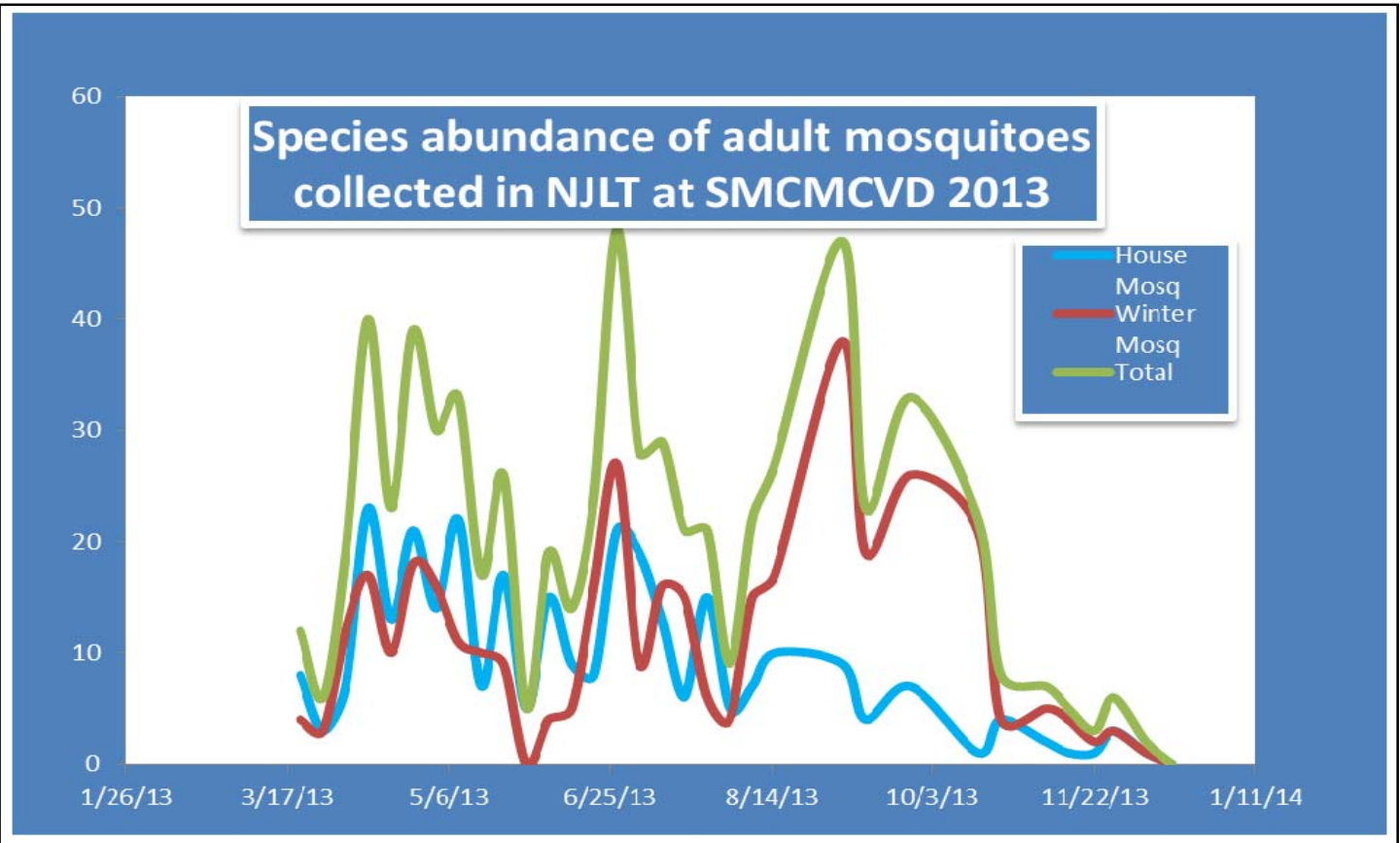
- In response to the detection of *Aedes aegypti* eggs and larvae in Menlo Park this month, the District's *Aedes* Surveillance Program was ramped up in San Mateo County for weekly monitoring until the fall. AGO traps were deployed at Holy Cross Cemetery and the surrounding area where immature stages of *Aedes aegypti* were observed. Ovitrap cups were deployed at eight cemeteries representatively situated throughout the county. Operations staff launched door-to-door inspections in the residential area where the *Aedes aegypti* eggs and larvae were collected as residents were reminded of the public health significance of *Aedes aegypti*.
- Due to the unseasonably low level of precipitation this winter, Operations staff has initiated the District's Catch Basin Program earlier than usual for controlling urban breeding sources of *Culex pipiens*, the mosquito species that is the vector for West Nile Virus.
- Among the ticks (*Ixodes pacificus*) collected from Water Dog Lake Park in Belmont, six ticks tested positive for Lyme Disease. Lab seasonal, Erik Michaels Betz was brought on board to assist with the tick collection efforts at various parks throughout San Mateo County.
- Lab Assistant, Warren Macdonald thoroughly engaged the Environmental Science classes at Aragon High School in San Mateo with his presentation on the District's programs and vector-borne diseases.



Mosquito Sources Treated and the Total Number of Service Requests in 2013



New Jersey Light Trap - Number of Adult Mosquitoes collected with Weekly Monitoring





District Balance Sheet - Consolidated Funds As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 - Cash	6,110,520
1010A01 - Cash-VCJPA Property Contingency	36,903
1010A02 - Cash-VCJPA Member Contingency	317,978
1020 - Cash - Petty Cash	200
Total Checking/Savings	6,465,601
Accounts Receivable	
1012 - 1012 - Accounts Receivable-001	63,253
Total Accounts Receivable	63,253
Total Current Assets	6,528,854
TOTAL ASSETS	6,528,854
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 - 4300-1 - Accounts Payable	55,079
Total Accounts Payable	55,079
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	55,079
Total Liabilities	55,079
Equity	
32000 - Retained Earnings	6,107,309
Net Income	366,466
Total Equity	6,473,775
TOTAL LIABILITIES & EQUITY	6,528,854



District Profit & Loss - Consolidated Funds As of December 31, 2013

REVENUES	MTD December-13	YTD FY13/14	Budgeted FY13/14	YTD Dec%	
				Balance Remaining	% of FY13/14 Budget
1021 Prop. taxes, current, secured	745,262	829,004	1,521,718	692,714	54.5%
1024 PY Secured Rede	2,485	2,485	5,000	2,515	49.7%
1031 Prop. taxes, current unsecured	0	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	8,113	13,699	26,000	12,301	52.7%
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	174	1,816	1,500	(316)	121.1%
1521 Interest Earned	0	17,521	40,500	22,979	43.3%
1831 Homeowner Prop	1,645	1,645	5,500	3,855	29.9%
2031 Benefit Assessment	744,983	744,983	1,438,911	693,928	51.8%
2439 Mosquito Control Tax	242,279	242,279	464,181	221,902	52.2%
2451 Service Abatement Income	248	230,058	255,000	24,942	90.2%
2647 Misc Refunds/RDA/RPTTF	0	19,057	40,000	20,943	47.6%
2658-11 VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658 Other	200,198	257,126	48,000	(209,126)	535.7%
Total Revenue	1,946,387	2,442,578	4,180,880	1,718,104	58.7%
EXPENDITURES					
Salary & Benefits					
4111 Regular Full Time	112,475	690,206	1,515,000	824,794	45.6%
4161 Regular Part Time	616	89,985	129,000	39,015	69.8%
4311 Social Security	156	6,191	10,000	3,809	61.9%
4321 Retirement	33,739	228,800	478,000	249,200	47.9%
4412 Health Insurance	29,498	167,543	369,000	201,457	45.4%
4414 Great-West Deferred Comp	1,000	6,000	13,000	7,000	46.2%
4415 Medicare Insurance	1,653	11,379	24,000	12,621	47.4%
4422 Dental Insurance	2,915	17,878	38,000	20,124	47.0%
4431 Vision Insurance Plan (VSP)	435	2,589	5,300	2,711	48.9%
4440 Employee Commute Benefit	276	2,166	5,500	3,334	39.4%
4442 Long Term Disability	829	5,069	11,300	6,231	44.9%
4451 Unemployment Insurance	330	4,403	18,000	13,597	24.5%
4621 AFLAC Insurance	442	2,901	6,500	3,599	44.6%
Subtotal	184,363	1,235,109	2,822,800	1,387,491	47.1%
Services & Supplies					
5111 Pesticides	11,130	74,586	250,000	175,414	29.8%
5121 Clothing	1,266	9,853	23,700	13,847	41.6%
5156 Household	234	1,516	4,200	2,684	36.1%
5171 Medical/Laboratory	948	16,116	18,800	2,684	85.7%
5188 Other Misc (Union Bank Fee)	37	226	1,800	1,574	12.6%
5199 Office	789	6,104	20,100	13,996	30.4%
5233 Tools/Equipment	304	10,853	19,350	8,497	56.1%
5331 Memberships	0	15,764	18,845	3,081	83.7%
5416 Gasoline/Oil	1,714	33,201	67,000	33,799	49.6%
5428 Miscellaneous Repair	1,155	192,195	295,000	102,805	65.2%
5472 General Maintenance	301	1,844	9,300	7,456	19.8%
5631 Electric/Gas	2,057	12,292	20,900	8,608	58.8%
5635 Water/Sewer Disposal	1,096	5,541	9,700	4,159	57.1%
5721 Meetings/Conferences	8,420	28,668	91,800	63,132	31.2%
5856 Services/Consultation	18,949	123,945	238,600	114,655	51.9%
5966 District Special Expenses	3,434	18,228	123,750	105,522	14.7%
6712 Telephone	1,360	10,513	22,500	11,987	46.7%
6725 Liability Insurance	0	41,368	53,000	11,642	78.0%
6731 Other Insurance	0	119,443	102,100	(17,343)	117.0%
Subtotal	53,195	722,249	1,390,445	668,196	51.9%
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	237,558	2,076,110	4,167,345	2,081,235	49.9%
NET INCOME					
Net Income	1,707,829	366,468	3,335		



Operations Report

Inspection of Bioretention Basins

What is a Bioretention basin?

"Bioretention basins are landscaped depressions or shallow basins used to slow and treat on-site storm water runoff. Storm water is directed to the basin and then percolates through the system where it is treated by a number of physical, chemical and biological processes. The slowed, cleaned water is allowed to infiltrate native soils or directed to nearby storm water drains." (www.lakesuperiorstreams.org/stormwater/toolkit/bioretention.html)

Why the need to inspect Bioretention basins?

Cities will not approve a completed building site until multiple agencies have reviewed certain aspects of the building plans. District staff inspect bioretention basins as potential mosquito breeding sources. This multi-agency collaboration allows District staff to build positive working relationships into the future. In January, District staff inspected two completed sites: a new trailhead off of Skyline Boulevard in Woodside (funded by Midpeninsula Regional Open Space District); and a new paddock at The Horse Park in Woodside.



Left to right: building (20,000 sq. ft²) with retention basin design; percolating section of the basin; and white, hillside drain directing storm water runoff into retention basin.

Stagnant Water Underneath Buildings

Stagnant water pooling under buildings is an ongoing problem in San Mateo County and is typically caused by broken drainage pipes. A service request from a resident who reported observing numerous mosquitoes had prompted Technician, Richard Chow, to initiate house-to-house inspections to find the mosquito breeding source. With persistence, Richard located the main breeding source two blocks away from where the caller resides. The resident with water under his building was notified of the problem. Unaware that the problem existed, the resident pumped out the stagnant water and has scheduled a repair of his drainage pipes. Great job Richard!



Left to right: stagnant water under a building in San Mateo; condensation on window; and Richard Chow using a backpack fogger to apply an adulticide treatment underneath the building.



"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
 info@smcmad.org
 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."

Ticks (*Ixodes pacificus*) Tested Positive for Lyme Disease at Water Dog Lake Park in Belmont

Water Dog Lake is a popular recreational destination for biking, hiking and dog walking. In January, San Mateo County Environmental Health sent a notification that a park patron contracted Lyme Disease from an infected tick during dog walking activities.

As part of the 2013 -2014 Tick Disease Surveillance Program, District staff had already begun collecting ticks at Water Dog Lake in Belmont. Six (6) ticks among those collected tested positive for Lyme Disease. In response, District staff notified City of Belmont officials and posted tick habitat warning signs at the entrances to the main trailheads. A control treatment for ticks will be scheduled.



A main trail meandering through Water Dog Lake Park that accommodates both hikers and bicyclists.

To avoid tick bites:

- Apply a tick repellent to clothing and exposed parts of the body
- Stay in the middle of trails and avoid contact with grasses, shrubs, and leaf litter under trees
- Wear light-colored, long-sleeved clothing and tuck into pants and socks or shoes
- Regularly examine yourself for ticks and remove ticks promptly
- Remove an attached tick carefully by pulling it straight out; do not twist, smother, or burn a tick to remove it
- Pets can easily pick up ticks if allowed to roam off-trail; consult your veterinarian regarding tick control