



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
March 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. OATHS ADMINISTERED TO TRUSTEES**
- 5. 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.

6. 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, February 12, 2014.

ACTION: Motion to approve Consent Calendar items.

7. BOARD COMMITTEE MEETING REPORTS

- A. Environmental and Public Outreach
- B. Finance
- C. Strategic Planning
- D. Policy
- E. Managers Evaluation
- F. Technology

8. 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 January 2014.

9. MANAGER'S REPORT

10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

11. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

12. ADJOURNMENT

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 March 12, 2014 was posted and available for review on March 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 # 6.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 6.A.1

1. Board Secretary has completed the minutes of the February 12, 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, February 12, 2014.



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

**MINUTES OF THE REGULAR MEETING OF THE
 BOARD OF TRUSTEES
 FEBRUARY 12, 2014
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 12, 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
 Scott Smith Louis Gotelli
 Mason Brutschy

TRUSTEES ABSENT: Donelle O'Connor, Peter DeJarnatt, Christopher Cairo

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

6:00PM

1. CALL TO ORDER

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 O'Connor, DeJarnatt and Cairo with excused absences, and Trustee Meinerth arriving at 6:04PM.

New Trustee, Mason Brutschy from Atherton was present.

4. APPROVAL OF THE AGENDA AS POSTED:

No changes.

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

5. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to new Trustee Mason Brutschy from Atherton and returning trustee Scott Smith of Hillsborough by County Counsel Lee Thompson.

- Trustee Barry Meinerth stated that this will be his last meeting as a Trustee since he was not reappointed to the Board by the City of Burlingame and expressed his gratefulness for being a Board member for the last 4 years.

6. PUBLIC COMMENTS AND ANNOUNCEMENTS:

James Counts and Dennis Preger commented from the public.

7. CONSENT CELENDAR:

- Minutes for the regular Board meeting of January 8, 2014.
- Motion by Maynard, 2nd Ridgeway to approve the Consent Calendar, passed by the Board 17-0.

8. REGULAR AGENDA:

- HVAC installation at the Redwood City facility as recommended by the Building Committee with a seven year warranty on the compressor and five years on parts:
 - Motion by Tagg, 2nd Gotelli to approve Alternating 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 cost of \$6,945.00, passed by the Board 17-0.
- District Policy Manual Revisions as reviewed and recommended by the Policy Committee

1. 1030- Conflict of Interest
- **Motion by Riechel, 2nd Seifer to approve District Policy 1030, passed by the Board, 17-0.**
2. 1050- Service Abatement Contracts
- **Motion by Riechel, 2nd Nickolas to approve District Policy 1050, passed by the Board 17-0.**
3. 1070- Special Mosquito Control Tax
- **Motion by Riechel, 2nd Seifer, to approve District Policy 1070, passed by the Board 17-0**
4. 2090- Equal Employment Opportunities
- **Motion by Riechel, 2nd Scott, to approve District Policy 2090, passed by the Board 17-0.**
5. 2130- Employment Hiring Practices
- **Motion by Riechel, 2nd Rutherford, to approve District Policy 2130, passed by the Board 17-0**
6. 2140- Retirement Age
- **Motion by Riechel, 2nd Wykoff, to approve District Policy 2140, passed by the Board 17-0.**
7. 2150- Employee Certification
- **Motion by Riechel, 2nd Tagg, to approve District Policy 2150, passed by the Board 17-0**
8. 2170-Workplace Condition Complaint by an Individual or Employee Association
- **Motion by Riechel, 2nd Maynard, to approve District Policy 2170, passed by the Board 17-0.**
9. 6030- Expense Authorization and Employee Manual
- **Motion by Riechel, 2nd Martin, to approve District Policy 6030, passed by the Board 17-0.**
10. 2160-Separation from District Employment
- **Motion by Wykoff, 2nd Meinerth to approve District Policy 2160, passed the Board by a 14-3 vote (against: Riechel, Hedlund, & Nickolas)**
11. Termination of District Policy 2080- Health Examinations
- **Motion by Riechel, 2nd Scott to approve the termination of District Policy 2080, approved by the Board 17-0.**

C. Request for Proposal for General Counsel Services.

- Motion by Fuller, 2nd Cogoni, to approve submittal of the Request for Proposal for General Counsel Services to various legal firms and directing an Ad-hoc Legal Services Committee (Chair: Kati Martin along with Trustees Fuller and Schneider) 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, along with the corrections of any typos and incorrect dates in the submittal, passed by the Board 17-0.

D. San Carlos Wheeler Plaza Project. Former RDA development proposal.

- Motion by Maynard, 2nd Schneider to approve Resolution M-008-14, expressing support for the 2.4 acre Wheeler Project in the City of San Carlos, passed by the Board 17-0.

9. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. Environmental/Public Outreach Committee: *Scott Smith Chair*: meeting TBA, working on a schedule of activities for the Public Outreach Coordinator intern.
- B. Finance Committee: *Rick Wykoff Chair* – Met January and February researching earthquake insurance, reserve structure policy, approving midyear financial forecast, and credit card usage.
- C. Strategic Planning Committee: *Jim Ridgeway Chair*- next meeting may be scheduled for February 27, 2014, to meet with the Finance Director to finalize the Strategic Plan for the year. If this date does not work due to a heavy workload the meeting will move into late March 2014.
- D. Manager Evaluation Committee, *new Chair Steve Hedlund*; Meeting TBA.
- E. Policy Committee: *Robert Riechel Chair*: Will look into legal review and draft language on Policy 1090, next meeting TBA.
- F. Ad-Hoc Technology Committee- *Finance Director Rodriguez Chair*: Met January 14, 2014, to review the electronic device survey for Trustees. Next meeting February 25, 2014.

10. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through December. The budget was above the 50% year projection due to some seasonal expenditures and one-time fees. The District had \$6.46M in cash in the General and Capital Funds combined. Director Rosendo indicated that \$1.9M had been received by the District in tax revenue from the County. Details of the financial report were included in the Board's packet.
- Action by Riechel, 2nd Brutschy to approve the Financial Documents for fiscal year 2013-2014, July 2013 through December 2013, 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: Discussed AB218 (Criminal Background Restrictions), MVCAC Legislation Day, and Governor Brown declaring a state of emergency due to state water shortage.
 - ❖ Mosquito and Vector Control Association of California (**MVCAC**): Legislative Day to be attended by Manager Gay and Assistant Manager Weber in Sacramento on March 26, 2014.
 - ❖ Vector Control Joint Powers Agency (**VCJPA**): no report.
 - ❖ American Mosquito Control Association, (**AMCA**). Seattle Conference, February 3-6, 2014, attended by Trustees Nickolas and Hedlund who gave reports on the outstanding meeting. Washington, DC Day will be May 5, 2014, to be attended by Assistant Manager Weber and Trustee Smith.
 - ❖ California Special District Association (**CSDA**): Meeting in Palm Springs on September 29 through October 2 this year primarily for new trustees.
 - ❖ Local Agency Formation Commission (**LAFCO**): President Rutherford will attend the scheduled LAFCO meeting on March 4, 2014.
 - ❖ District Program Updates. Among the items covered were: West Nile Virus (WNV) positive birds in Santa Clara County, continued positive traps for *Aedes aegypti* in Menlo Park; MVCAC will now subsidize the cost of the WNV hotline this year; District development of bed bug protocol; the discovery of Lyme disease infected ticks in Water Dog Lake in Belmont; and high counts of mosquitoes in the City of San Mateo CO2 traps.

12. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- County Counsel Lee Thompson announced that this will be his last District meeting he will preside in since he will be retiring from the County. A new counsel to the District will be appointed and attend the March meeting.
- President Rutherford stated that she is looking forward to an expanded public outreach program and the use of a contracted intern is an outstanding start to help develop the educational and outreach program and for the Environmental/Public Outreach Committee to work with all involved.

13. NEXT REGULARLY SCHEDULED BOARD MEETING:

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

14. ADJOURNMENT:

- Meeting was adjourned at 7:54 PM.

There being no further business, the meeting was adjourned at 7:54PM
I certify the above minutes were approved as read or corrected at a meeting of the Board held on February 12, 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 # 7.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 met on March 5th to discuss the public outreach program. It was decided, Andrea will work closely with District Management and the Environmental /Public Outreach Committee on the following:

- Evaluate and design a comprehensive Public Relations Program for the District.
- Work with CDPH on the redesign of the District's *Aedes aegypti* brochures to comply with CDC Clear Communication Index.
- Evaluate and provide feedback on the improvement of the monthly District Report. Report should be revamped to cater to its target audience, members of the public.
- Update the District's Media Release List of Contacts. Use the District's Communication Plan as a reference point for updating the list.
- Work with District staff on creating a list of companies that will receive an RFP for developing a new website for the District.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Items # 7.B

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee.

BACKGROUND AND STATUS:

Chair Rick Wykoff. Members include Trustees Leon Nickolas, Mason Brutschy, Robert Maynard, Robert Riechel, Joe Galligan, and Jason Seifer. President Rutherford has attended the Finance Committee meetings as an ex-officio member.

The Committee met on March 3rd to discuss the “drafted” reserve policy and review the monthly financial report with Finance Director Rodriguez. In addition, Mitch Barker, Executive Director of PARS provided a presentation on their OPEB Trust Fund.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 7.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 is reviewing dates with the Finance Director and District Manager 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 # 7.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 is scheduling a meeting for April to review the next set of policies for review including a policy on the hiring of General Legal Counsel and the District Auditor.

RECOMMENDATION:

None at this time.

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 7.E

BOARD COMMITTEE REPORTS

SUBJECT: Managers Evaluation Committee.

BACKGROUND AND STATUS:

Chair Steve Hedlund. Members include Trustees: Kati Martin, Rick Wykoff and Valentina Cogoni. President Rutherford is also invited to attend these meetings as an ex-officio member.

The committee will schedule a meeting in March - April.

RECOMMENDATION:

None at this time

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 7.F

BOARD COMMITTEE REPORTS

SUBJECT: Technology Committee.

BACKGROUND AND STATUS:

Chair Rosendo Rodriguez. Members include Trustees: Kati Martin, and Scott Smith. President Rutherford is also invited to attend these meetings as an ex-officio member.

RECOMMENDATION:

None at this time

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 8.A

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

BACKGROUND AND STATUS:

The financial reports represent YTD Revenues and Expenditures through January-2014.

Expenditures: For the month of January-2014, there are a few accounts that are above the YTD fiscal year budget target rate of 58% (% for the first 7 months of the year). A few accounts are above the target rate as they are related to seasonal expenditures, which run high during the summer months and decrease during the winter months.

Accounts affected by seasonal activity include the following:

1. Unemployment Insurance: 68.1% (annual adjustment for beginning of calendar year)
2. Electric / Gas: 68.1% (higher electric utilization during seasonal months and gas during winter months)
3. Water / Sewer Disposal: 59.4% (gradually decreasing after seasonal months)

Other accounts that are above the target of 58% are due to one-time budgeted purchases or increased costs as follows:

General Fund:

1. Regular Part Time: 71.2% (in part due to past seasonal activity and current employment of a two temporary staff)
2. Social Security: 64.2% (tied to part-time salaries)
3. Medical / Laboratory: 100.8% PCR System supplies one-time purchases (additional purchases were approved by the board during the mid-year review process that exceed original budget)
4. Tools & Equipment: 68.1% Miscellaneous Lab supplies, Dry Ice for increased mosquito surveillance (in part due to the *Aedes aegypti* program), and Miscellaneous PC equipment / software one-time purchases
5. Memberships: 84.7% Prepaid annual membership expenditures
6. Insurance: Prepaid annual General Liability insurance premiums (78%) for the year and Retrospective adjustments for the Worker's Compensation (117%) program for 2008-2012 that are allocated to all VCJPA pool participants

7. Services and Consultations: 56.3% Engineering services provided for 2013/2014 Benefit Assessment, Helicopter Treatments and Legal Services

Capital Fund:

1. Facility/Auto/Equip Maint/Repair: 74.1% Garage Earthquake Retrofit
2. Equipment: 82.4% One-time equipment purchases including Lab Equipment (PCR System & Accessories), computer equipment and security system upgrade

Footnotes have been provided in the accompanying F-1 GF and F-1 CPF schedules that provide explanations for variances above the target of 58% for individual accounts.

Revenues: In January-2014, the District received consolidated revenues totaling \$558,949 which account for 72.1% of the annual budget. The District has received more ERAF funding than what was originally budgeted and Property Tax revenue is projected to be higher than originally budgeted.

Revenues for the month are broken down as follows: Property Tax Revenue \$99k, Benefit Assessment \$108k, Mosquito Control Tax \$37k, ERAF \$261k, Redevelopment Pass-through Agreements \$38k, Service Abatement \$2k, Interest \$7k and Other \$6k (Lehman Recovery).

Balance Sheet / Cash Balances: As of January-2014, the District had \$6,757,447 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. January 2014

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 March 2014 Board Meeting Financials for the month ended January 31, 2014


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 **January 2014**, 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 rodriguez@smcmad.org.

Rosendo Rodriguez
Finance Director


Approved – Rosendo Rodriguez
March 12, 2014


Approved – Robert Gay
March 12, 2014

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Profit & Loss - Consolidated Funds (General & Capital Funds)
for the month ended January 31, 2014

					YTD Jan %	58%
REVENUES		MTD January-14	YTD FY13/14	Budgeted FY13/14	Balance Remaining	% of FY13/14 Budget
1021	Prop. taxes, current, secured	86,213	915,217	1,521,718	606,501	60.1%
1024	PY Secured Rede	0	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	9,434	23,133	26,000	2,867	89.0%
1042	Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1046	1046 - ERAF Rebate	261,332	261,332	215,000	(46,332)	121.5%
1521-11	VCJPA-Interest Income	0	1,816	1,500	(316)	121.1%
1521	Interest Earned	7,233	24,754	40,500	15,746	61.1%
1831	Homeowner Prop	3,839	5,484	5,500	16	99.7%
2031	Benefit Assessment	107,706	852,689	1,438,911	586,222	59.3%
2439	Mosquito Control Tax	36,682	278,961	464,181	185,220	60.1%
2451	Service Abatement Income	2,727	232,785	255,000	22,215	91.3%
2647	Misc Refunds/RDA/RPTTF	37,816	56,874	40,000	(16,874)	142.2%
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658	Other	5,966	263,092	48,000	(215,092)	548.1%
Total Revenue		558,949	3,001,525	4,160,680	1,159,155	72.1%
EXPENDITURES						
Salary & Benefits						
4111	Regular Full Time	158,634	848,840	1,515,000	666,160	56.0%
4161	Regular Part Time	1,896	91,881	129,000	37,119	71.2%
4311	Social Security	229	6,421	10,000	3,579	64.2%
4321	Retirement	33,806	262,606	478,000	215,394	54.9%
4412	Health Insurance	31,229	198,772	369,000	170,228	53.9%
4414	Great-West Deferred Comp	500	6,500	13,000	6,500	50.0%
4415	Medicare Insurance	2,450	13,829	24,000	10,171	57.6%
4422	Dental Insurance	2,775	20,650	38,000	17,350	54.3%
4431	Vision Insurance Plan (VSP)	435	3,024	5,300	2,276	57.1%
4440	Employee Commute Benefit	370	2,536	5,500	2,965	46.1%
4442	Long Term Disability	866	5,935	11,300	5,365	52.5%
4451	Unemployment Insurance	7,846	12,249	18,000	5,751	68.1%
4621	AFLAC Insurance	662	3,564	6,500	2,936	54.8%
Subtotal		241,698	1,476,807	2,622,600	1,145,793	56.3%
Services & Supplies						
5111	Pesticides	0	74,586	250,000	175,414	29.8%
5121	Clothing	870	10,724	23,700	12,976	45.2%
5156	Household	58	1,574	4,200	2,626	37.5%
5171	Medical/Laboratory	2,832	18,948	18,800	(148)	100.8%
5188	Other Misc (Union Bank Fee)	36	262	1,800	1,538	14.5%
5199	Office	1,203	7,329	20,100	12,771	36.5%
5233	Tools/Equipment	759	11,613	19,350	7,737	60.0%
5331	Memberships	200	15,964	18,845	2,881	84.7%
5416	Gasoline/Oil	2,602	35,803	67,000	31,197	53.4%
5428	Facility/Auto/Equip Maint/Repair	1,436	193,632	295,000	101,368	65.6%
5472	General Maintenance	1,151	2,995	9,300	6,305	32.2%
5631	Electric/Gas	1,941	14,233	20,900	6,667	68.1%
5635	Water/Sewer Disposal	220	5,761	9,700	3,939	59.4%
5721	Meetings/Conferences	4,991	33,847	91,800	57,953	36.9%
5856	Services/Consultation	10,351	134,296	238,600	104,304	56.3%
5966	District Special Expenses	5,127	23,355	123,750	100,395	18.9%
6712	Telephone	1,376	11,889	22,500	10,611	52.8%
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		35,153	757,611	1,390,445	632,834	54.5%
Fixed Assets						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	95	118,848	144,300	25,452	82.4%
Subtotal		95	118,848	144,300	25,452	
Total Expenditures		276,945	2,353,266	4,157,345	1,804,079	56.6%
NET INCOME						
Net Income		282,003	648,260	3,335		

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

As of January 31, 2014

	<u>January 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	6,402,366
1010A01 · Cash-VCJPA Property Contingency	36,903
1010A02 · Cash-VCJPA Member Contingency	317,978
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>6,757,447</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	10,658
Total Accounts Receivable	<u>10,658</u>
Total Current Assets	<u>6,768,105</u>
TOTAL ASSETS	<u><u>6,768,105</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	12,536
Total Accounts Payable	<u>12,536</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>12,536</u>
Total Liabilities	12,536
Equity	
32000 · Retained Earnings	6,107,309
Net Income	648,260
Total Equity	<u>6,755,569</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,768,105</u></u>

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended January 31, 2014

F-1 GF

				YTD Jan %		58%			
REVENUES		MTD January-14	YTD FY13/14	Budgeted FY13/14	Balance Remaining	% of FY13/14 Budget	Footnote:		
1021	Prop. taxes, current, secured	86,213	915,217	1,521,718	606,501	60.1%	Total YTD Property Tax Revenue of \$1,029,222 is 62% of Budgeted \$1,647,588		
1024	PY Secured Rede	0	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 CYsecurd SB 813	9,434	23,133	26,000	2,867	89.0%			
1042	Prop taxes CYunsecurd SB 813	0	0	650	650	0.0%			
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%			
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%			
1831	Homeowner Prop	3,839	5,484	5,500	16	99.7%			
1046	1046 · ERAF Rebate	261,332	261,332	215,000	(46,332)	121.5%			
1521-11	VCJPA-Interest Income	0	1,816	1,500	(316)	121.1%			
1521	Interest Earned	6,808	23,445	37,900	14,455	61.9%			
2031	Benefit Assessment	107,706	852,689	1,438,911	586,222	59.3%			
2439	Mosquito Control Tax	36,682	278,961	464,181	185,220	60.1%			
2451	Service Abatement Income	2,727	232,785	255,000	22,215	91.3%			
2647	Misc Refunds/RDA/RPTTF	37,816	56,874	40,000	(16,874)	142.2%			
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%			
2658	Other	2,904	230,863	46,000	(184,863)	501.9%	\$200k Restitution		
Revenue Total:		555,462	2,967,987	4,156,080	1,188,093	71.4%	% of YTD budget		
EXPENDITURES									
Salary & Benefits									
4111	Regular Full Time	158,634	848,840	1,515,000	666,160	56.0%			
4161	Regular Part Time	1,896	91,881	129,000	37,119	71.2%	A		
4311	Social Security	229	6,421	10,000	3,579	64.2%	A		
4321	Retirement	33,806	262,606	478,000	215,394	54.9%			
4412	Health Insurance	31,229	198,772	369,000	170,228	53.9%			
4414	Great-West Deferred Comp	500	6,500	13,000	6,500	50.0%			
4415	Medicare Insurance	2,450	13,829	24,000	10,171	57.6%			
4422	Dental Insurance	2,775	20,650	38,000	17,350	54.3%			
4431	Vision Insurance Plan (VSP)	435	3,024	5,300	2,276	57.1%			
4440	Employee Commute Benefit	370	2,536	5,500	2,965	46.1%			
4442	Long Term Disability	866	5,935	11,300	5,365	52.5%			
4451	Unemployment Insurance	7,846	12,249	18,000	5,751	68.1%	A		
4621	AFLAC Insurance	662	3,564	6,500	2,936	54.8%			
Subtotal		241,698	1,476,807	2,622,600	1,145,793	56.3%			
Services & Supplies									
5111	Pesticides	0	74,586	250,000	175,414	29.8%	B		
5121	Clothing	870	10,724	23,700	12,976	45.2%			
5156	Household	58	1,574	4,200	2,626	37.5%			
5171	Medical/Laboratory	2,832	18,948	18,800	(148)	100.8%	C		
5199	Office	1,203	7,329	20,100	12,771	36.5%			
5233	Tools/Equipment	759	10,966	16,100	5,134	68.1%	D		
5331	Memberships	200	15,964	18,845	2,881	84.7%	E		
5416	Gasoline/Oil	2,602	35,803	67,000	31,197	53.4%			
5428	Facility/Auto/Equip Maint/Repair	1,436	12,074	50,000	37,926	24.1%			
5472	General Maintenance	1,151	2,995	9,300	6,305	32.2%			
5631	Electric/Gas	1,941	14,233	20,900	6,667	68.1%	A		
5635	Water/Sewer Disposal	220	5,761	9,700	3,939	59.4%	A		
5721	Meetings/Conferences	4,991	33,847	91,800	57,953	36.9%			
5856	Services/Consultation	10,351	134,296	238,600	104,304	56.3%	G		
5966	District Special Expenses	5,127	23,355	121,500	98,145	19.2%			
6712	Telephone	1,376	11,889	22,500	10,611	52.8%			
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%	F		
Subtotal		35,118	575,145	1,138,145	563,000	50.5%			
Fixed Assets									
7311	Equipment	0	0	0	0	0.0%			
Subtotal		0	0	0	0				
Expenditures Total:		276,815	2,051,952	3,760,745	1,708,793	54.6%	% of YTD budget spent		
NET INCOME									
Net Income		278,646	916,035	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 January 31, 2014

F-1 GF

FOOTNOTES:

A: Regular Part-time salary, Social Security, Unemployment Insurance, 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: 5171 Medical / Laboratory YTD \$14,631 of the expenditures were mostly attributed to PCR system startup supplies.

D: 5233 Tools / Equipment YTD \$10,966 expenditures mostly attributed to \$2,430 one-time lab supplies, \$2,498 Dry Ice for Mosquito Surveillance Program and \$4K for one-time Misc PC equipment and Software purchases.

E: 5331 Memberships YTD for \$15,964 include: Annual dues of \$8,000 for MVCAC, \$4,919 for CSDA, \$240 for Entomological Society of America and \$200 for SOVE; \$2,605 for pro-rata share of LAFCO's FY 2013-2014 adopted budget

F: 6725 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	2,371	2,300	(71)	
5856D1AD · Legal Services	31,789	50,000	18,211	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	4,938	10,000	5,062	\$10,324 Canon copier lease buyout included
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	8,274	18,500	10,226	
5856G7AD · HVAC Maint/Back Flow Test	2,170	3,000	830	
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	150	400	251	
5856I1OP · Fire Extinguisher Service	45	1,000	955	
5856J1AD · Janitorial Service	5,550	10,500	4,950	
5856J2AD · Comcast / Internet / GotoMyPC	2,250	4,000	1,750	
5856J3AD · Axcient (server backup)	903	1,700	797	
5856J4AD · Microsoft Intune & Email Servic	2,525	6,500	3,975	
5856L1AD · Human Resource Services	551	15,000	14,449	
5856M1AD · Payroll Service	2,966	7,000	4,034	
5856N1AD · Union Bank Monthly Fee	522	2,100	1,578	
5856O1AD · ADP Screening & Selection Svc	1,440	2,900	1,460	
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	134,296	238,600	104,304	

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 January 31, 2014

F-1 GF

5856D1AD - Legal Services

Vendor	Invoice	Invoice Date	Expenditure	Description
Portor Goltz, Attorney at Law	1021	07/31/2013	889	Legal Services Rendered Thru 7/31/13
Portor Goltz, Attorney at Law	1025	08/31/2013	259	Legal Services Rendered Thru 8/31/13
Portor Goltz, Attorney at Law	1029	09/26/2013	709	Legal Services Rendered Thru 9/30/13
Portor Goltz, Attorney at Law	1034	10/22/2013	90	Legal Services Rendered 10/01/13
County of San Mateo-County Counsel	82813009	08/28/2013	4,752	Legal Services Rendered Thru 7/31/13
County of San Mateo-County Counsel	93013008	09/30/2013	6,316	Legal Services Rendered Thru 8/31/13
County of San Mateo-County Counsel	110113008	11/01/2013	3,740	Legal Services Rendered Thru 9/30/13
County of San Mateo-County Counsel	112513009	11/25/2013	4,819	Legal Services Rendered Thru 10/31/13
County of San Mateo-County Counsel	121913010	12/19/2013	1,663	Legal Services Rendered Thru 11/30/13
County of San Mateo-County Counsel	12114009	01/21/2014	634	Legal Services Rendered Thru 12/31/13
Weintraub Tobin	98271103	09/05/2013	416	Legal Services Rendered Thru 8/31/13
Weintraub Tobin	98273969	11/04/2013	165	Legal Services Rendered Thru 10/31/13
Weintraub Tobin	98276615	01/08/2014	120	Legal Services Rendered Thru 12/31/13
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
Meredith, Weinstein & Numbers, LLP	19883	01/28/2014	674	Legal Services Rendered Thru 12/31/13
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

31,789

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - Capital Fund
for the month ended January 31, 2014

F-1 CPF

				YTD Jan %	58%	
				Balance	YTD	Footnote:
REVENUES				Remaining		
	MTD	YTD	Budgeted			
	January-14	FY13/14	FY13/14			
1521 Interest Earned	425	1,309	2,600	1,291	50.3%	
49900 Other Income	3,062	32,229	2,000	(30,229)	1611.4%	Lehman Recovery
Total Revenue	3,487	33,538	4,600	(28,938)	729.1%	% of YTD budget
EXPENDITURES						
Services & Supplies						
5188 Other Misc (Union Bank Fee)	36	262	1,800	1,538	14.5%	
5233 Tools/Equipment	0	646	3,250	2,604	19.9%	
5428 Facility/Auto/Equip Maint/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	36	182,466	252,300	69,834	72.3%	
Fixed Assets						
7211 Structures/Improvements	0	0	0	0	0.0%	
7311 Equipment	95	118,848	144,300	25,452	82.4%	C
Subtotal	95	118,848	144,300	25,452	82.4%	
Total Expenditures	130	301,314	396,600	95,286	76.0%	% of YTD budget spent
NET INCOME						

Net Income 3,357 (267,776) (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)	95	8,000	7,905	Leased trucks from Enterprise
7311C1LB · Lab Equipment	108,027	107,500	(527)	Lab PCR Equipment/Tabletop Centrifuge
Total	118,848	144,300	25,452	

San Mateo County Mosquito & Vector Control
Profit & Loss
 July 2013 through January 2014

F-2 GF

	<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>Jan 14</u>	<u>TOTAL</u>
Ordinary Income/Expense								
Income								
1021 · Prop. taxes, current, secured	-	-	-	-	83,743	745,262	86,213	915,217
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	9,434	23,133
1046 · 1046 · ERAF Rebate	-	-	-	-	-	-	261,332	261,332
1521-11 · VCJPA-Interest Income	-	-	1,642	-	-	174	-	1,816
1521 · Interest Earned	8,430	-	-	8,206	-	-	6,808	23,445
1831 · Homeowner Prop	-	-	-	-	-	1,645	3,839	5,484
2031 · Special Benefit Assessment	-	-	-	-	-	744,983	107,706	852,689
2439 · Special Mosquito Tax	-	-	-	-	-	242,279	36,682	278,961
2451 · Service Abatement Income	58,077	58,443	43,170	67,717	2,403	248	2,727	232,785
2647 · Misc Refunds/RDA/RPTTF	5,316	-	13,741	-	-	-	37,816	56,874 A
2658 · Other	-	27,655 B	106 C	-	-	200,198 D	2,904 B	230,863
Total Income	71,824	86,098	58,659	161,470	89,088	1,945,387	555,462	2,967,987
Gross Profit	71,824	86,098	58,659	161,470	89,088	1,945,387	555,462	2,967,987
Expense								
4111 · 4111 · Reg Full-time Position	60,579	165,741	115,097	120,047	116,267	112,475	158,634	848,840
4161 · 4161 · Reg Part-Time Position	11,779	29,573	21,738	18,143	8,136	616	1,896	91,881
4311 · Social Security	848	1,908	1,453	1,198	628	156	229	6,421
4321 · 4321 · County Retirement Plan	35,234	36,331	36,331	35,335	51,830	33,739	33,806	262,606
4412 · 4412 · Health Insurance	29,093	22,667	29,618	28,392	28,277	29,498	31,229	198,772
4414 · 4414 · Great-West Deferred Comp	1,000	500	1,000	1,000	1,500	1,000	500	6,500
4415 · 4415 · Medicare Insurance	985	2,943	2,010	2,022	1,766	1,653	2,450	13,829
4422 · 4422 · Dental Insurance	3,356	2,983	5,565	300	2,757	2,915	2,775	20,650
4431 · 4431 · Vision Insurance Plan	428	443	443	420	420	435	435	3,024
4440 · 4440 Employee Commute Benefit	412	374	402	426	276	276	370	2,536
4442 · 4442 · Long Term Disability	819	819	943	829	829	829	866	5,935
4451 · 4451 · Unemployment Insurance	749	1,805	963	381	176	330	7,846	12,249
4621 · AFLAC Insurance	444	665	468	442	442	442	662	3,564
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	870	10,724
5156 · Household	44	261	138	67	772	234	58	1,574
5171 · Medical/Laboratory	5,650	5,565	2,207	327	1,419	948	2,832	18,948
5199 · Office	661	1,288	757	2,036	572	811	1,203	7,329
5233 · Special Tools/Equipment	2,722	3,717	1,038	2,102	324	304	759	10,966
5331 · Memberships (Association dues)	8,000	-	-	5,159	2,605	-	200	15,964
5416 · Gasoline/Oil/Grease	6,983	8,027	7,132	7,092	2,253	1,714	2,602	35,803

San Mateo County Mosquito & Vector Control

F-2 GF

Profit & Loss

July 2013 through January 2014

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	TOTAL
5428 · Facility/Auto/Equip Maint/Repair	1,730	2,227	(3,185)	6,135	2,576	1,155	1,436	12,074
5472 · 5472 · General Maintenance	376	204	334	301	328	301	1,151	2,995
5631 · Electricity/Gas	2,070	2,063	2,139	2,011	1,951	2,057	1,941	14,233
5635 · 5635 · Water/Sewer Disposal	205	1,559	381	2,079	220	1,096	220	5,761
5721 · Meeting/Conferences	5,497	2,004	3,305	5,861	3,580	8,608	4,991	33,847
5856 · Services/Consultations	31,802	12,728	31,275	11,164	18,028	18,949	10,351	134,296
5966 · District Special Expense	387	2,900	336	7,229	3,942	3,434	5,127	23,355
6712 · 6712 · Telephone	2,012	1,969	1,708	2,148	1,315	1,360	1,376	11,889
6725 · 6725 · Liability Insurance	49,236	-	-	-	(7,878)	-	-	41,358
6731 · 6731 Other Insurance	101,185	-	-	-	18,258	-	-	119,443
Total Expense	416,728	325,215	267,602	263,649	264,211	237,731	276,815	2,051,952
Net Ordinary Income	(344,904)	(239,117)	(208,943)	(102,179)	(175,123)	1,707,656	278,646	916,035
Other Income/Expense								
Other Income								
Transfer Out	(350,000) E	(646) F	-	(935) F	-	-	-	(351,581)
Total Other Income	(350,000)	(646)	-	(935)	-	-	-	(351,581)
Net Other Income	(350,000)	(646)	-	(935)	-	-	-	(351,581)
Net Income	(694,904)	(239,763)	(208,943)	(103,115)	(175,123)	1,707,656	278,646	564,454

FOOTNOTES:

- A. RDA pass through agreements revenue.
- B. Lehman Recovery Distributions
- 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 2013 through January 2014

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	TOTAL
Ordinary Income/Expense								
Income								
1521 · 1521 · Interest Earned	379	-	-	505	-	-	425	1,309
49900 · 49900 Other Income	-	29,166 A	-	-	-	-	3,062 A	32,229
Total Income	<u>379</u>	<u>29,166</u>	<u>-</u>	<u>505</u>	<u>-</u>	<u>-</u>	<u>3,487</u>	<u>33,538</u>
Gross Profit	379	29,166	-	505	-	-	3,487	33,538
Expense								
5188 · Other Misc Expense								
188A2AD · Bank Fees	37	38	41	37	38	37	36	262
Total 5188 · Other Misc Expense	<u>37</u>	<u>38</u>	<u>41</u>	<u>37</u>	<u>38</u>	<u>37</u>	<u>36</u>	<u>262</u>
5233 · Special Tools (non-fixed asset)								
233B2OP · Backpack Sprayer	-	646	-	-	-	-	-	646
Total 5233 · Special Tools (non-fixed asset)	<u>-</u>	<u>646</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>646</u>
5428 · Facility/Auto/Equip Maint/Repair								
28A10AD · Earthquake Retrofit	137,803	6,482	2,091	-	35,183	-	-	181,558
Total 5428 · Misc Repairs and Maint. (nonFA)	<u>137,803</u>	<u>6,482</u>	<u>2,091</u>	<u>-</u>	<u>35,183</u>	<u>-</u>	<u>-</u>	<u>181,558</u>
7311 · Equipment-Capital								
311A1AD · Computer Equipment OP	-	-	-	-	-	-	-	-
311A3AD · Computer Equipment AD	5,528	-	-	-	-	-	-	5,528
311A5AD · Servers/Key System PC	-	-	-	5,198	-	-	-	5,198
311B4OP · Vehicles (Leased)	-	-	-	-	-	-	95	95
311C1LB · Lab Equipment	81,504	24,000	2,523	-	-	-	-	108,027
Total 7311 · Equipment-Capital	<u>87,032</u>	<u>24,000</u>	<u>2,523</u>	<u>5,198</u>	<u>-</u>	<u>-</u>	<u>95</u>	<u>118,848</u>
Total Expense	<u>224,871</u>	<u>31,166</u>	<u>4,655</u>	<u>5,235</u>	<u>35,221</u>	<u>37</u>	<u>130</u>	<u>301,314</u>
Net Ordinary Income	(224,492)	(1,999)	(4,655)	(4,730)	(35,221)	(37)	3,357	(267,776)
Other Income/Expense								
Other Income								
Transfer In	350,000 B	646 C	-	935 D	-	-	-	351,581
Total Other Income	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>935</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>351,581</u>
Net Other Income	350,000	646	-	935	-	-	-	351,581

San Mateo County MVCD - Capital Project Fund

F-2 CPF

Profit & Loss

July 2013 through January 2014

	<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>Jan 14</u>	<u>TOTAL</u>
Net Income	<u>125,508</u>	<u>(1,353)</u>	<u>(4,655)</u>	<u>(3,794)</u>	<u>(35,221)</u>	<u>(37)</u>	<u>3,357</u>	<u>83,805</u>

FOOTNOTES:

- A. Lehman Recovery Distributions
- 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 January 31, 2014

F-3 GF

	<u>January 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	6,145,701
1010A01 · Cash-VCJPA Property Contingency	36,903
1010A02 · Cash-VCJPA Member Contingency	317,978
1020 · Cash - Petty Cash	200
Total Checking/Savings	<u>6,500,782</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	10,658
Total Accounts Receivable	<u>10,658</u>
Total Current Assets	<u>6,511,439</u>
TOTAL ASSETS	<u><u>6,511,439</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	12,441
Total Accounts Payable	<u>12,441</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>12,441</u>
Total Liabilities	12,441
Equity	
32000 · Retained Earnings	5,934,544
Net Income	564,454
Total Equity	<u>6,498,998</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,511,439</u></u>

San Mateo County MVCD - Capital Project Fund
Balance Sheet
 As of January 31, 2014

F-3 CPF

	<u>Jan 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	256,665
Total Checking/Savings	<u>256,665</u>
Total Current Assets	<u>256,665</u>
TOTAL ASSETS	<u><u>256,665</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	95
Total Accounts Payable	<u>95</u>
Total Current Liabilities	<u>95</u>
Total Liabilities	95
Equity	
32000 · Retained Earnings	172,765
Net Income	83,805
Total Equity	<u>256,571</u>
TOTAL LIABILITIES & EQUITY	<u><u>256,665</u></u>

-

San Mateo County Mosquito & Vector Control

F-4 GF

A/R Aging Summary

As of January 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>	Footnotes
City of Foster City	720	-	-	-	-	720	A
City of Redwood City, Public Wks Svcs	1,763	-	-	-	-	1,763	
City of San Mateo Wastewater Treatment	66	-	-	-	-	66	
City of SSF Water Quality Control Plant	82	-	-	-	-	82	
Coastal Conservancy	-	-	-	1,700	6,043	7,743	
S.B.S.A. -S. Bayside System Authority	45	-	-	-	-	45	
SEWER AUTHORITY MID-COASTSIDE (SAM)	51	-	51	-	-	101	
SF Public Utilities Commision	-	-	138	-	-	138	
TOTAL	<u>2,727</u>	<u>-</u>	<u>188</u>	<u>1,700</u>	<u>6,043</u>	<u>10,658</u>	

FOOTNOTES:

A- Past due amounts were mostly paid as of February 26, 2014. (See below updated aging as of February 26, 2014)

B- Coastal Conservancy confirmed the remaining 10% will be paid in March.

San Mateo County Mosquito & Vector Control

A/R Aging Summary

As of March 5, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Foster City	-	-	720	-	-	720
City of Redwood City, Public Wks Svcs	-	-	1,763	-	-	1,763
City of San Mateo Wastewater Treatment	-	-	-	-	-	-
City of SSF Water Quality Control Plant	-	-	-	-	-	-
Coastal Conservancy	-	-	-	170	6,043	6,213
S.B.S.A. -S. Bayside System Authority	-	-	-	-	-	-
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	-	51	-	-	51
SF Public Utilities Commision	-	-	-	-	-	-
TOTAL	<u>-</u>	<u>-</u>	<u>2,534</u>	<u>170</u>	<u>6,043</u>	<u>8,747</u>

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
January 31, 2014

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

Reductions

Payroll Related (ADP) (163,146)
 Checks Written (166,449)
 Bank Fee (68)

Total Reductions (329,663)

Additions

Quarterly Interest 6,808
 Abatement Services 55,322
 Property Tax Revenue 505,206
 RDA 37,816
 J. Dearman Restitution Payment 10,000
 Lehman Recov-5th Distribution 2,904

Total Additions 618,057

Ending Cash per District as of January 31, 2014 **6,145,701**

Cash per County Statement (below) **6,145,701**

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 01/01/2014-01/31/2014 Page 1
 TUE, FEB 11, 2014, 11:53 AM --req: SONGH-----leg: GL JL--loc: CONT RWC--job: 8373902 #J2344--prog: GL501 <1.82>--report id: GLTBAL01

Sort Order: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen		A	07	02706	02706 00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description		Debit	Credit	Balance		
0111 Claim on Cash			Prior to 01/01/14		8,091,169.71	2,233,863.41	5,857,306.30		
	01/01/14	RJ15INTB	AutoID: JUMC1094 Job: 8337 JE		6,808.29		5,864,114.59		
	01/02/14	ABXPTN1024K	AutoID: ITXK1024 Job: 8327 JE		15,676.62		5,879,791.21		
	01/02/14	ABXPTS1024K	AutoID: ITXK1024 Job: 8327 JE		2,071.93		5,881,863.14		
	01/02/14	ABXRDL1024K	AutoID: ITXK1024 Job: 8327 JE		20,067.77		5,901,930.91		
	01/08/14	HOE61084	AutoID: ITXJ1084 Job: 8334 JE		3,839.03		5,905,769.94		
	01/09/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		234.41		5,906,004.35		
	01/21/14	LEHMANSETLE1	AutoID: JBUA1224 Job: 8351 JE		2,903.83		5,908,908.18		
	01/23/14	ER261234	AutoID: ITXC1234 Job: 8353 JE		18,008.05		5,926,916.23		
	01/23/14	ERF61234	AutoID: ITXD1234 Job: 8353 JE		114,742.95		6,041,659.18		
	01/23/14	ER161234	AutoID: ITXB1234 Job: 8353 JE		128,581.00		6,170,240.18		
	01/28/14	SPS61284	AutoID: ITXM1284 Job: 8358 JE		9,434.04		6,179,674.22		
	01/28/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		58,835.43		6,238,509.65		
	01/30/14	SEC6N1304	AutoID: ITXF1304 Job: 8365 JE		85,993.14		6,324,502.79		
	01/30/14	SECBN1304	AutoID: ITXF1304 Job: 8365 JE		140,581.29		6,465,084.08		
	01/30/14	UNC61304	AutoID: ITXU1304 Job: 8367 JE		219.42		6,465,303.50		
	01/31/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		10,060.00		6,475,363.50		
	01/31/14	JE355203	AutoID: JMBAL314 Job: 8366 JE			67.67	6,475,295.83		
	01/31/14	JE355365	AutoID: JHSE2034 Job: 8367 JE			166,449.25	6,308,846.58		
	01/31/14	JE355366	AutoID: JHSE2034 Job: 8367 JE			53,329.34	6,255,517.24		
	01/31/14	JE355367	AutoID: JHSE2034 Job: 8367 JE			169.35	6,255,347.89		
	01/31/14	JE355368	AutoID: JHSE2034 Job: 8367 JE			55,812.31	6,199,535.58		
	01/31/14	JE355373	AutoID: JHSE2034 Job: 8367 JE			216.10	6,199,319.48		
	01/31/14	JE355374	AutoID: JHSE2034 Job: 8367 JE			53,618.92	6,145,700.56		
		DR	* SUB ACCT Total *		8,709,226.91*	2,563,526.35*	6,145,700.56*		
0112 Claim on Cash - Float			Prior to 01/01/14		408,013.56	408,013.56	234.41		
	01/08/14	TTLCR	AutoID: DTIP1084 Job: 8340 CR		234.41		58,835.43		
	01/09/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE			234.41	58,835.43		
	01/27/14	TTLCR	AutoID: DTIT1274 Job: 8361 CR		58,835.43		10,060.00		
	01/28/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE			58,835.43	10,060.00		
	01/30/14	TTLCR	AutoID: DTIW1304 Job: 8365 CR		10,060.00		10,060.00		
	01/31/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE			10,060.00	477,143.40*		
		DR	* SUB ACCT Total *		477,143.40*	477,143.40*	*		

**San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
Capital Fund
January 31, 2014**

Beginning Cash per District as of December 31, 2013	253,214
Reductions	
Checks Written	-
Bank Fee	(36)
Total Reductions	<u>(36)</u>
Additions	
Quarterly Interest	425
Lehman Recovery-5th Distribution	3,062
Total Additions	<u>3,487</u>
 Ending Cash per District as of January 31, 2014	 <u><u>256,665</u></u>

Cash per County Statement (below)	256,665
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 01/01/2014-01/31/2014 Page 1
TUE, FEB 11, 2014, 11:53 AM --reg: SONGH-----leg: GL JL--loc: CONT RWC--job: 8373902 #J2344--prog: GL501 <1.82>--report id: GLTBAL01

Sort Order: Primary Date within SUB ACCT within SUB UNIT

SELECT...ORG SUB UNIT: 02705-02706

Lg	SUB UNIT Title	Director	St	Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL	02705 SMC Mosq Abate-CP Proj F		A		07	02705	02705	00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description				Debit	Credit	Balance			
0111	Claim on Cash		Prior to 01/01/14				558,980.30	305,766.55	253,213.75			
	01/01/14	RJ15INTC	AutoID: JUMD1094 Job: 8337 JE				424.60		253,638.35			
	01/21/14	LEHMANSETLE1	AutoID: JBUA1224 Job: 8351 JE				3,062.49		256,700.84			
	01/31/14	JE355203	AutoID: JMBA1314 Job: 8366 JE					35.50	256,665.34			
		DR	* SUB ACCT Total *				562,467.39*	305,802.05*	256,665.34*			
0270	Interest Receivable		Prior to 01/01/14				379.01	379.01				
		DR	* SUB ACCT Total *				379.01*	379.01*	*			
0813	Fund Balance Available		Prior to 01/01/14				2,185,842.99	178,929.55	-2,006,913.44			
		CR	* SUB ACCT Total *				2,185,842.99*	178,929.55*	-2,006,913.44*			
0882	General Reserves		Prior to 01/01/14					2,186,222.00	2,186,222.00			
		CR	* SUB ACCT Total *					2,186,222.00*	2,186,222.00*			

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
General Fund
January 31, 2014

	January 3, 2014	January 17, 2014	January 31, 2014	
Full-Time Employees	Gross Pay	Gross Pay	Gross Pay	
ALLEN, DAVID	2,399	2,399	2,399	
BRICKLEY, THERESA	2,281	2,281	2,281	
BUSAM, STEPHANIE	3,139	3,154	3,154	Longevity Increase
CARDENAS, HECTOR	2,399	2,399	2,399	
CHOW, RICHARD M	3,186	3,186	3,186	
GAY, ROBERT B	5,249	5,249	5,249	
KEYSER, KIM A	3,139	3,154	3,154	Longevity Increase
LEONG, MARY	3,029	3,029	3,029	
MCDONALD, WARREN P	2,298	2,298	2,399	
O'BRIEN, JAMES P	3,186	3,186	3,186	
RODRIGUEZ, ROSENDO	3,975	3,975	3,975	
RUSMISEL, BENJAMIN D	3,204	3,219	3,219	Longevity Increase
SEBAY, CHERYL P	3,384	3,401	3,401	Longevity Increase
SHELTON, THERESA	1,370	1,370	1,370	Coordination w/State EDD
STEVENSON, CASEY	3,334	3,334	3,334	
WALKER, DEVINA	2,302	2,302	2,302	
WEBER, BRIAN E	3,735	3,735	3,735	
ZAHIRI, NAYER	3,400	3,400	3,400	
	55,009	55,072	55,173	
Part-Time/Seasonal Employees				
WEBER, PAUL	640	616	640	A
	640	616	640	
Trustee - Reimbursement in lieu of expenses				
CAIRO, CHRISTOPHER	-	100	-	B
COGONI, VALENTINA	-	100	-	
DEJARNATT, PETER	-	-	-	
FULLER, CHRISTINE	-	100	-	
GOTELLI, LOUIS	-	100	-	
HEDLUND, STEVEN	-	100	-	
MARTIN, KATHLEEN	-	100	-	
MARTINUCCI, MARIA	-	-	-	
MAYNARD, ROBERT	-	100	-	
MEINERTH, BARRY	-	100	-	
NICKOLAS, LEON	-	200	-	
O'CONNOR, DONELLE	-	-	-	
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	-	
	-	1,800	-	
Total Gross Pay	55,649	57,488	55,813	
Payroll Disbursement (including Net Pay & Taxes)				
Total Net Pay	37,122	39,486	38,833	C
Federal W/H Tax	8,029	8,042	8,664	
Social Security Tax	79	300	79	
Medicare	1,614	1,667	1,619	
CA W/H Tax	2,478	2,484	2,730	
CA SUI/DI	4,007	3,834	1,695	
Total	53,329	55,812	53,619	
ADP Fee drawn for the period	-	169	216	
Total amount for the period	53,329	55,982	53,835	
Total amount for the month:			163,146	

Footnotes:

- A. Part-time seasonal hires
- B. Trustee payments for attendance of monthly board & committee meetings in January-2014
- C. Social Security expenditure only incurred for part-time employee and trustee payroll

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14130	01/06/2014	A & D Automatic Gate and Access	Inv #320963	1010a · Union Bank Clearing Account	(324.21)
320963	12/30/2013		Tested, inspected and replaced antennas & remotes on both sites	856G8AD · Electric Gate Maint	324.21
TOTAL					324.21
14131	01/06/2014	Adapco, Inc.	Cust #20200	1010a · Union Bank Clearing Account	(4,359.56)
95793	12/13/2013		Altosid XR Ingot Briquets (6cs)	111A1OP · Altosid, BVA, Larvicides	4,359.56
TOTAL					4,359.56
14132	01/06/2014	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(604.78)
905038	12/25/2013		Employer Contributions for Dec 2013	4621 · AFLAC Insurance	441.54
			Employee Contributions for Dec 2013	4111AD · Life and Annuity Plan	163.24
TOTAL					604.78
14133	01/06/2014	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(47.68)
124592204	12/19/2013		Dry Ice Pellets	233E2LB · Dry Ice	47.68
TOTAL					47.68
14134	01/06/2014	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,619.60)
7918-7257Feb14	01/01/2014		Dental Plan Feb '14	422A1AD · Employee Dental Insurance	2,619.60
TOTAL					2,619.60
14135	01/06/2014	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(202.28)
3-81007Dec13	12/18/2013		Office Supply	199A2AD · Misc Office Supplies	28.11
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	131.00
			Trustee Field Day	721I1AD · Trustee Field Day	43.17
TOTAL					202.28
14136	01/06/2014	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(639.29)
110194882	12/31/2013		Inv #1101098540 12/04/13 Uniform Services	121A4OP · Uniform service & Logo patches	140.83
			Inv #1101102659 12/11/13 Uniform Services	121A4OP · Uniform service & Logo patches	182.20
			Inv #1101106767 12/18/13 Uniform Services	121A4OP · Uniform service & Logo patches	171.71

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
			Inv #1101110810 12/25/13 Uniform Services	121A4OP - Uniform service & Logo patches	144.55
TOTAL					639.29
14137	01/06/2014	AT & T	650-344-8592	1010a - Union Bank Clearing Account	(410.79)
6503448592Dec13	12/19/2013		650 344-8592 12/19/13-01/18/14	712A1AD - Verizon / AT&T	410.79
TOTAL					410.79
14138	01/06/2014	AT& T Long Distance	650-556-1384	1010a - Union Bank Clearing Account	(206.88)
6505561384Dec13	12/13/2013		Barron Ave 12/13/13-01/12/14	712A1AD - Verizon / AT&T	206.88
TOTAL					206.88
14139	01/06/2014	AXCIENT		1010a - Union Bank Clearing Account	(258.00)
INV-33806	12/01/2013		Automated Backup & Storage Services Dec '13	856J3AD - Axcient	129.00
INV-34727	01/01/2014		Automated Backup & Storage Services Jan '14	856J3AD - Axcient	129.00
TOTAL					258.00
14140	01/06/2014	Bay Alarm	A/C #2555226	1010a - Union Bank Clearing Account	(413.31)
2555226131215M	12/15/2013		Fire Alarm Monitoring Fee 01/01/14-04/01/14 (890 Barron Ave)	856G2AD - Security & Fire Alarm Maintenan	413.31
TOTAL					413.31
14141	01/06/2014	Bay Pointe Landscape	Landscape Maintenance Dec '13	1010a - Union Bank Clearing Account	(775.00)
12312013	12/31/2013		Landscape Maintenance Dec '13	856G4AD - Pond/Landscape Service	775.00
TOTAL					775.00
14142	01/06/2014	BHI Management Consulting	Inv #013-90	1010a - Union Bank Clearing Account	(2,600.00)
013-90	12/30/2013		Board Governance Workshop 12/11/13	721A4AD - Board Training/Workshops	2,600.00
TOTAL					2,600.00
14143	01/06/2014	California Water Service Company	A/C #9059698613	1010a - Union Bank Clearing Account	(67.88)
9059698613Dec13	12/27/2013		Water 11/23/13-12/26/13	635A3AD - CAL Water	67.88
TOTAL					67.88

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14144	01/06/2014	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(1,041.73)
13410606	01/02/2014		#7 of 10-Copiers & Fax Machine Buyout (01/01-01/31/2014)	856G1AD · Postage & Copiers Equip Rental	625.06
13410607	01/02/2014		#6 of 10-Color Copier Buyout (01/01-01/31/2014)	856G1AD · Postage & Copiers Equip Rental	416.67
TOTAL					<u>1,041.73</u>
14145	01/06/2014	City of Burlingame-Water		1010a · Union Bank Clearing Account	(887.69)
53-133346Dec13	12/18/2013		Water Bill 10/22/13-12/18/13	635A1AD · Water/Sewer 1351 Rollins Rd	675.39
53-310176Dec13	12/18/2013		Fireline Water Bill 10/22/13-12/18/13	635A1AD · Water/Sewer 1351 Rollins Rd	12.73
53-310184Dec13	12/18/2013		Water Bill 10/22/13-12/18/13	635A1AD · Water/Sewer 1351 Rollins Rd	199.57
TOTAL					<u>887.69</u>
14146	01/06/2014	City of Redwood City		1010a · Union Bank Clearing Account	(140.18)
1084-C33902Dec13	12/26/2013		890 Barron Fire Water Service 11/26/13-12/26/13	635A2AD · Water/Sewer 890 Barron Ave	64.00
1084-B45939Dec13	12/26/2013		890 Barron Water Service 11/26/13-12/26/13	635A2AD · Water/Sewer 890 Barron Ave	76.18
TOTAL					<u>140.18</u>
14147	01/06/2014	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(90.75)
8155200370079826Jn14	12/15/2013		High-Speed Internet 12/20/13-01/19/14 Barron Ave	856J2AD · Comcast / Internet /GotoMyPC	90.75
TOTAL					<u>90.75</u>
14148	01/06/2014	Compu-Data		1010a · Union Bank Clearing Account	(626.79)
60457	12/16/2013		Sonicwall Gateway Security Suite (1Yr)	856G6AD · Network Maintenance	410.00
60460	12/16/2013		HP Keyboard and installation (1 hr)	856G6AD · Network Maintenance	216.79
TOTAL					<u>626.79</u>
14149	01/06/2014	County of San Mateo-County Counsel	Inv #121913010	1010a · Union Bank Clearing Account	(1,663.20)
121913010	12/19/2013		Board Meeting (8.1 Hrs). Rendered thru 11/30/13	856D1AD · Legal Services	1,603.80
			Fraud (.3 Hr)	856D1AD · Legal Services	59.40
TOTAL					<u>1,663.20</u>
14150	01/06/2014	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
20710758	12/27/2013		2 Blk and 1 Color Copiers Rental Period 01/10/14-02/09/14	856G1AD · Postage & Copiers Equip Rental	603.86
TOTAL					603.86
14151	01/06/2014	Engineering Data Services	Inv #140114	1010a · Union Bank Clearing Account	(2,371.28)
1140114	01/02/2014		Place SMCMVCD on 2013/2014 San Mateo Cty Tax Roll	856C2AD · Engineering Data Services	2,371.28
TOTAL					2,371.28
14152	01/06/2014	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(441.06)
CFS-0764264	12/31/2013		Gasoline 12/16/13-12/31/13	416A1OP · Gasoline / Oil / Materials	441.06
TOTAL					441.06
14153	01/06/2014	Office Depot	A/C #36568593	1010a · Union Bank Clearing Account	(601.55)
4086348	12/31/2013		Cleaning & Paper Supplies	156A1AD · Cleaning sup soaps paper towel	103.15
			Office Supplies	199A2AD · Misc Office Supplies	498.40
TOTAL					601.55
14154	01/06/2014	Ole's Carburetor & Electric Inc.	A/C #3055	1010a · Union Bank Clearing Account	(619.28)
3055Dec13	12/31/2013		Oil Filters	428A2OP · Plugs / Filters / Batteries	323.02
			Motor Oils	416A1OP · Gasoline / Oil / Materials	183.64
			Disc Brake Rotors	428A1OP · Tires / bal / alignment	112.62
TOTAL					619.28
14155	01/06/2014	Orchard Supply Hardware	5780-9700-1033-7102	1010a · Union Bank Clearing Account	(316.69)
5780970010337102Dec13	12/24/2013		Chicken coop	966C1LB · Sentinel chicken flocks/supplie	47.95
			Cleaning solutions	428A5OP · Misc Vehicle Maintenance	36.13
			Supplies for field	233D1OP · Field Equipment	232.61
TOTAL					316.69
14156	01/06/2014	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(139.05)
3027931971-6Dec13	12/19/2013		890 Barron Gas & Elec 11/18/13-12/17/13	631A2AD · Electric 890 Barron	139.05
TOTAL					139.05

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14157	01/06/2014	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(1,917.93)
5584709654-6Dec13	12/29/2013		Elec & Gas 11/26/13-12/27/13	631A1AD · Electric 1351 Rollins Rd	1,917.93
TOTAL					<u>1,917.93</u>
14158	01/06/2014	Public Health Foundation Enterprises Inc	inv 223350; Acct SMCMVCD	1010a · Union Bank Clearing Account	(2,376.00)
223350	12/27/2013		Unbilled Chicken Sera Testing 264 Samples x \$9	966C1LB · Sentinel chicken flocks/supplie	2,376.00
TOTAL					<u>2,376.00</u>
14159	01/06/2014	Public Health Foundation Enterprises Inc	Agency Code: SANM	1010a · Union Bank Clearing Account	(3,780.00)
SANM-2014	01/02/2014		Chicken Sera Testing 420 Samples x \$9	966C1LB · Sentinel chicken flocks/supplie	3,780.00
TOTAL					<u>3,780.00</u>
14160	01/06/2014	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
12311841	12/31/2013		Garbage Service Dec '13	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					<u>301.05</u>
14161	01/06/2014	Robert Gay	Replenish Petty Cash	1010a · Union Bank Clearing Account	(116.88)
PettyCash123113	12/31/2013		Replenish Petty Cash (See Petty Cash Reconciliation Detail Report)	1020 · Cash - Petty Cash	116.88
TOTAL					<u>116.88</u>
14162	01/06/2014	San Mateo County Environmental Health	Inv #241219	1010a · Union Bank Clearing Account	(768.00)
241219	01/01/2014		Generates & recycles waste oil/solvent	966F3AD · County Environmental Health	768.00
TOTAL					<u>768.00</u>
14163	01/06/2014	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C807335-541	12/20/2013		Copier Maintenance Contract Base Billing 12/29/13-01/28/14	856G1AD · Postage & Copiers Equip Rental	138.65
TOTAL					<u>138.65</u>
14164	01/06/2014	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(829.42)

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
142979Dec13	12/19/2013		Long Term Disability Insurance Due 01/01/14	442AD · Standard Insurance Company	829.42
TOTAL					<u>829.42</u>
14165	01/06/2014	Townsend & Styer Maintenance Co., LLC	Inv #1-14-210	1010a · Union Bank Clearing Account	(725.00)
1-14-210	01/01/2014		Janitorial Service Jan 2014	856J1AD · Janitorial Service	725.00
TOTAL					<u>725.00</u>
14166	01/06/2014	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(742.77)
9717386054	12/26/2013		Monthly Access Charges 12/27/13-01/26/14	712A1AD · Verizon / AT&T	742.77
TOTAL					<u>742.77</u>
14167	01/06/2014	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(434.90)
121733430001Jan14	12/19/2013		Vision Plan Jan 2014	4431 · 4431 · Vision Insurance Plan	434.90
TOTAL					<u>434.90</u>
14168	01/06/2014	ZOA Consulting - James F. Stifler	Inv #42	1010a · Union Bank Clearing Account	(637.00)
42	12/30/2013		Access consulting, training & programming Nov '13	856B1AD · Sources Database Consulting	637.00
TOTAL					<u>637.00</u>
14169	01/06/2014	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,889.68)
12282013	12/28/2013		Employee Contribution PPE 12/28/13	4111AD · Life and Annuity Plan	2,389.68
TOTAL			District Contribution PPE 12/28/13	4414 · 4414 · Great-West Deferred Comp	<u>500.00</u>
					2,889.68
14170	01/06/2014	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
12282013	12/28/2013		Voluntary Deduction PPE 12/28/13	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14171	01/06/2014	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(20,772.93)
12282013	12/28/2013		Employee Contribution PPE 12/28/13	4111AD · Life and Annuity Plan	3,903.56

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Employer Contribution PPE 12/28/13	4321 - 4321 - County Retirement Plan	16,869.37
TOTAL					20,772.93
14172	01/06/2014	Charles P. Hansen		1010a - Union Bank Clearing Account	(649.33)
12202013	12/20/2013		Retiree Prescription Drug Reimbursement- Aug-Dec '13	412A3AD - Retiree Prescrip Drug Reimburse	212.88
CH01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	436.45
TOTAL					649.33
14173	01/06/2014	Dennis J Jewell	Retiree Health Care Premium Subsidy-Jan '14	1010a - Union Bank Clearing Account	(436.45)
DJ01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	436.45
TOTAL					436.45
14174	01/06/2014	James Bass	Retiree Health Care Premium Subsidy-Jan '14	1010a - Union Bank Clearing Account	(436.45)
JB01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	436.45
TOTAL					436.45
14175	01/06/2014	James Counts	Retiree Health Care Premium Subsidy-Jan '14	1010a - Union Bank Clearing Account	(691.31)
JC01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	691.31
TOTAL					691.31
14176	01/06/2014	Ray Ritts	Retiree Health Care Premium Subsidy-Jan '14	1010a - Union Bank Clearing Account	(436.45)
RR01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	436.45
TOTAL					436.45
14177	01/06/2014	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Jan '14	1010a - Union Bank Clearing Account	(436.45)
RS01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	436.45
TOTAL					436.45
14178	01/06/2014	Stanley Kamiya	Retiree Health Care Premium Subsidy-Jan '14	1010a - Union Bank Clearing Account	(536.87)
SK01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD - Retiree Health Reimbursement	536.87
TOTAL					536.87

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14179	01/06/2014	Steven L Jensen	Retiree Health Care Premium Subsidy-Jan '14	1010a · Union Bank Clearing Account	(327.32)
SJ01012014	01/01/2014		Retiree Health Care Premium Subsidy-Jan '14	412A2AD · Retiree Health Reimbursement	327.32
TOTAL					<u>327.32</u>
14180	01/06/2014	U.S. Bank	District credit card payment	1010a · Union Bank Clearing Account	(4,946.83)
	12/18/2013		District credit card payment	US Bank Credit Card	4,946.83
TOTAL					<u>4,946.83</u>
14181	01/15/2014	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(152.70)
35318390	12/31/2013		Fuel Purchases Dec '13	416A1OP · Gasoline / Oil / Materials	152.70
TOTAL					<u>152.70</u>
14182	01/15/2014	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(119.44)
1245630374	01/09/2014		Dry Ice Pellets	233E2LB · Dry Ice	119.44
TOTAL					<u>119.44</u>
14183	01/15/2014	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(79.44)
5054202-010114	01/01/2014		Drinking Water	199A3AD · Water Service	79.44
TOTAL					<u>79.44</u>
14184	01/15/2014	City of Burlingame	Permit #4237	1010a · Union Bank Clearing Account	(49.50)
4237Yr2014	01/08/2014		Alarm Permit Fee Renewal for 2014	856H1AD · Cit of Burlingame-Alarm Fees	49.50
TOTAL					<u>49.50</u>
14185	01/15/2014	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(210.70)
8155200280283815Ja14	01/03/2014		High-Speed Internet 01/08/14-02/07/14	856J2AD · Comcast / Internet /GotoMyPC	210.70
TOTAL					<u>210.70</u>
14186	01/15/2014	Dencco	Inv #24015	1010a · Union Bank Clearing Account	(218.00)

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
24015	01/08/2014		Repair exhaust fans at 890 Barron, Redwood City	856G7AD · HVAC Maintenance/Back Flow Tst	218.00
TOTAL					<u>218.00</u>
14187	01/15/2014	Gama Trophies and Gifts		1010a · Union Bank Clearing Account	(70.57)
46879	10/31/2013		Recognition plaque for Jennifer McDaniel (Seasonal Tech)	199A2AD · Misc Office Supplies	43.32
47052	01/06/2014		Name Plate for 2 New Trustees (Town of Atherton & Colma)	721A3AD · Monthly Meeting /Committee Exp	27.25
TOTAL					<u>70.57</u>
14188	01/15/2014	Grainger	809934680	1010a · Union Bank Clearing Account	(509.80)
7023840312	01/05/2014		Protective masks & gloves	121A1OP · Coveralls/gloves (regular/disp)	24.59
			Batteries for field equipment	233D1OP · Field Equipment	10.01
			Shop maintenance supply	233A1OP · Shop/Maintenance tools	61.37
			Disposal pants for tick flagging	966E1LB · Disease Surveillance	224.41
			Plumbing for BVA2 tank filling/loading	428C3AD · Misc Facility Equip Repair	189.42
TOTAL					<u>509.80</u>
14189	01/15/2014	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(3,844.00)
7365-0000Feb14	01/01/2014		Health Insurance Feb '14	412A1AD · Employee Health Plan	3,844.00
TOTAL					<u>3,844.00</u>
14190	01/15/2014	Lampire Biological Laboratories, Inc.	Inv #00277784	1010a · Union Bank Clearing Account	(196.50)
00277784	01/06/2014		Chicken blood for mosquito feed. P.O. 02706-1062	171C5LB · Lab Mosquito Blood Service	196.50
TOTAL					<u>196.50</u>
14191	01/15/2014	Mercury News, The	A/C #3442419	1010a · Union Bank Clearing Account	(43.25)
725909	12/31/2013		Classified Advertising-Publishing for Cabinetmaker for Lab	721A2AD · Legal Ads	43.25
TOTAL					<u>43.25</u>
14192	01/15/2014	Stericycle, Inc.	Cust #6122581	1010a · Union Bank Clearing Account	(190.13)
3002495717	12/31/2013		Bio-hazard pickup	171C4LB · Lab Bio Waste Disposal	190.13
TOTAL					<u>190.13</u>

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14193	01/15/2014	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,890.29)
01112014	01/11/2014		Employee Contribution PPE 01/11/14 District Contribution PPE 01/11/14	4111AD · Life and Annuity Plan 4414 · 4414 · Great-West Deferred Comp	2,390.29 500.00
TOTAL					<u>2,890.29</u>
14194	01/15/2014	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
01112014	01/11/2014		Voluntary Deduction PPE 01/11/14	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14195	01/15/2014	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(20,796.51)
01112014	01/11/2014		Employee Contribution PPE 01/11/14 Employer Contribution PPE 01/11/14	4111AD · Life and Annuity Plan 4321 · 4321 · County Retirement Plan	3,907.76 16,888.75
TOTAL					<u>20,796.51</u>
14196	01/15/2014	Life Technologies Corporation	Invoice #68060026	1010a · Union Bank Clearing Account	(2,000.70)
68169327	01/07/2014		Magmax Viral and Taqman PCR Master Mix	171C6LB · Lab PCR Maint & Supplies	2,000.70
TOTAL					<u>2,000.70</u>
14197	01/15/2014	MVCAC	San Mateo County MVCD-Pre-Registration MVCAC	1010a · Union Bank Clearing Account	(3,180.00)
MVCAC2014	01/15/2014		MVCAC 2014 Annual Conference	721B1AD · MVCAC Annual Meeting	3,180.00
TOTAL					<u>3,180.00</u>
14198	01/15/2014	Weintraub Tobin	Client #155005	1010a · Union Bank Clearing Account	(120.00)
98276615	01/08/2014		Legal Services thru 12/31/13 Re: Jo Ann Dearman/Seeney (.3 hrs)	856D1AD · Legal Services	120.00
TOTAL					<u>120.00</u>
14199	01/15/2014	Compu-Data	Inv #60484	1010a · Union Bank Clearing Account	(360.00)
60484	01/15/2014		Setup old desktop and update website (3hrs)	856G6AD · Network Maintenance	360.00
TOTAL					<u>360.00</u>

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14200	01/29/2014	ADP	A/C #1466165-8	1010a · Union Bank Clearing Account	(41.80)
1466165-01-2014	01/26/2014		Criminal background check for Erik Betz (Seasonal Lab Asst)	856O1AD · ADP Screening & Selection Svc	41.80
TOTAL					<u>41.80</u>
14201	01/29/2014	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(181.03)
3-81007Jan14	01/17/2014		Office Supply	199A2AD · Misc Office Supplies	34.63
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	41.38
			Cookies for iPad Committee Meeting	721A3AD · Monthly Meeting /Committee Exp	6.99
			Suncreens for Techs	171B1OP · First aid kits/ creams /lotions	98.03
TOTAL					<u>181.03</u>
14202	01/29/2014	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(421.33)
6503448592Jan14	01/19/2014		650 344-8592 01/19/14-02/18/14	712A1AD · Verizon / AT&T	421.33
TOTAL					<u>421.33</u>
14203	01/29/2014	AT & T Long Distance	650-556-1384	1010a · Union Bank Clearing Account	(207.80)
6505561384Jan14	01/13/2014		Barron Ave 01/13/14-02/12/14	712A1AD · Verizon / AT&T	207.80
TOTAL					<u>207.80</u>
14204	01/29/2014	Auto Tech Center	048908	1010a · Union Bank Clearing Account	(49.95)
048908	01/24/2014		Smog check for Ford '07 Ranger Veh ID 1FTZR45E07PA24373	428A4OP · Smog compliance	49.95
TOTAL					<u>49.95</u>
14205	01/29/2014	BCDC	San Mateo County MVCD (Source Reduction Permit)	1010a · Union Bank Clearing Account	(25.00)
BCDCpermit2014	01/23/2014		Source reduction permit application	966F2LB · Source Reduction	25.00
TOTAL					<u>25.00</u>
14206	01/29/2014	Blue Shield	H8V549	1010a · Union Bank Clearing Account	(23,574.00)
4313153Feb14	01/21/2014		Health Insurance Feb '14	412A1AD · Employee Health Plan	23,574.00
TOTAL					<u>23,574.00</u>

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14207	01/29/2014	Cardno ENTRIX	Client #33441001.00	1010a · Union Bank Clearing Account	(742.07)
96323-7	12/27/2013		SMCMVCD PEIR Consulting Services Thru 11/29/13	966F4LB · CEQA / PEIR	742.07
TOTAL					<u>742.07</u>
14208	01/29/2014	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(90.75)
8155200370079826Fb14	01/15/2014		High-Speed Internet 01/20/14-02/19/14 Barron Ave	856J2AD · Comcast / Internet /GotoMyPC	90.75
TOTAL					<u>90.75</u>
14209	01/29/2014	VOID CHECK	Misprinted check	1010a · Union Bank Clearing Account	-
TOTAL					-
14210	01/29/2014	Compu-Data		1010a · Union Bank Clearing Account	(1,166.25)
60434	11/29/2013		Arcview updates (4hrs)	856G6AD · Network Maintenance	480.00
60495	01/22/2014		DLINK Wireless Service Router DSR-500N	233F1AD · Computer Equip/Software	326.25
			Onsite labor-set up new network in conference room	856G6AD · Network Maintenance	360.00
TOTAL					<u>1,166.25</u>
14211	01/29/2014	County of San Mateo-County Counsel	Inv #12114009	1010a · Union Bank Clearing Account	(633.60)
12114009	01/21/2014		Board Issues (.1 Hr). Rendered thru 12/31/13	856D1AD · Legal Services	19.80
			Fraud (3.1 Hrs)	856D1AD · Legal Services	613.80
TOTAL					<u>633.60</u>
14212	01/29/2014	Diversified Laboratory Repair	Cust #0000114	1010a · Union Bank Clearing Account	(490.00)
7555	01/16/2014		Lab Thermo Freezer Repair 1/6/14	428C1LB · Lab Equipment Repair	490.00
TOTAL					<u>490.00</u>
14213	01/29/2014	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(1,255.04)
CFS-0770731	01/15/2014		Gasoline 01/01/14-01/15/14	416A1OP · Gasoline / Oil / Materials	1,255.04
TOTAL					<u>1,255.04</u>

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
14214	01/29/2014	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
01252014	01/25/2014		Voluntary Deduction PPE 01/25/14	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14215	01/29/2014	James Counts	Reimburse retiree prescription drug	1010a · Union Bank Clearing Account	(73.40)
JC01062014	01/06/2014		Reimb retiree prescription drug	412A3AD · Retiree Prescrip Drug Reimburse	73.40
TOTAL					<u>73.40</u>
14216	01/29/2014	Mark di Bibo	VOID: Wrong spelling of last name. Replace with CK #14225	1010a · Union Bank Clearing Account	-
TOTAL					-
14217	01/29/2014	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(64.91)
3027931971-6Jan14	01/19/2014		890 Barron Gas & Elec 12/18/13-01/16/14	631A2AD · Electric 890 Barron	64.91
TOTAL					<u>64.91</u>
14218	01/29/2014	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(20,832.62)
01252014	01/25/2014		Employee Contribution PPE 01/25/14	4111AD · Life and Annuity Plan	3,915.57
			Employer Contribution PPE 01/25/14	4321 · 4321 · County Retirement Plan	16,917.05
TOTAL					<u>20,832.62</u>
14219	01/29/2014	Society for Vector Ecology	San Mateo County MAD Membership Renewal 2014	1010a · Union Bank Clearing Account	(200.00)
SOVE2014	01/23/2014		2014 Membership Renewal	331A5AD · SOVE	200.00
TOTAL					<u>200.00</u>
14220	01/29/2014	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(866.27)
142979Jan14	01/20/2014		Long Term Disability Insurance Due 02/01/14	442AD · Standard Insurance Company	866.27
TOTAL					<u>866.27</u>
14221	01/29/2014	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(434.90)

San Mateo County Mosquito & Vector Control
Check Detail
January 2014

F-8

Num	Date	Name	Memo	Account	Original Amount
121733430001Feb14	01/21/2014		Vision Plan Feb 2014	4431 · 4431 · Vision Insurance Plan	434.90
TOTAL					434.90
14222	01/29/2014	VWR INTERNATIONAL INC		1010a · Union Bank Clearing Account	(425.28)
8056417308	01/15/2014		Water Sterile Omnipure for PCR	171C6LB · Lab PCR Maint & Supplies	274.52
8056403571	01/15/2014		KimWipes for PCR	171C6LB · Lab PCR Maint & Supplies	150.76
TOTAL					425.28
14223	01/29/2014	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(47.68)
124661829	01/24/2014		Dry Ice Pellets	233E2LB · Dry Ice	47.68
TOTAL					47.68
14224	01/29/2014	Dencco	Inv #24092	1010a · Union Bank Clearing Account	(594.00)
24092	01/29/2014		January 2014 inspection per service contract	856G7AD · HVAC Maintenance/Back Flow Tst	594.00
TOTAL					594.00
14225	01/29/2014	Mark di Bibo	VOID: Wrong date on check	1010a · Union Bank Clearing Account	-
TOTAL					-
14226	01/29/2014	Mark di Bibo	Disburse settlement rec'd from Dearman to prior victim	1010a · Union Bank Clearing Account	(10,000.00)
Dearman	01/29/2014		Disburse settlement rec'd from Dearman to prior victim of embezzlement	856D1AD · Legal Services	10,000.00
TOTAL					10,000.00
CHECK TOTAL					166,449.25

NOTE:
 Prior month's check numbers were 14058 to 14129. This month's checks are numbers 14130 to 14226.

San Mateo County MVCD - Capital Project Fund

F-9

Check Detail

January 2014

Date	Num	Name	Memo	Account	Original Amount
TOTAL					0.00
CHECK TOTAL					-

NOTE:

Prevoius month of November '14 check numbers were 1624 to 1625. There were no checks written in the month of Decembr '13 and January '14.

3:54 PM

02/25/2014

Accrual Basis

**San Mateo County Mosquito & Vector Control
Credit Card Transaction Detail by Account
January 2014 Statement**

F-10 Jan

Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
Devina S Walker						
Credit Card Charge	01/15/2014	246921	Amazon.com	Insect repellent for tick flagging	966E1LB · Disease Surveillance	21.88
Credit Card Charge	01/21/2014	246921	Amazon.com	Aedes Aegypti surveillance	966L1AD · Public Health Emergency	126.79
Total Devina S Walker						<u>148.67</u>
Robert Gay						
Credit Card Charge	12/20/2013	244310	Misc- AP	Alaska Air-Air ticket to Seattle-AMCA Annual Convention	721B2AD · AMCA	187.80
Credit Card Charge	12/28/2013	249064	Hsw*hostway.com	Hosting Business-Standard 11/28-12/27/13	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	01/06/2014	248016	Zorbas Pizza	Food for Finance Committee Meeting	721A3AD · Monthly Meeting /Committee Exp	75.42
Credit Card Charge	01/08/2014	243274	Misc- AP	Espostos-Food for Monthly Board Meeting	721A3AD · Monthly Meeting /Committee Exp	96.69
Credit Card Charge	01/08/2014	244309	Microsoft	Windows Intune 01/01/2014-01/31/2014	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	01/08/2014	244273	Lucky	Food for 1/8/14 Board Meeting	721A3AD · Monthly Meeting /Committee Exp	34.62
Credit Card Credit	01/10/2014	742669	AMCA	AMCA Cancellation Refund	721B2AD · AMCA	(270.00)
Credit Card Charge	01/11/2014	244939	CRAIGSLIST	Job Posting for Mosquito & Vector Control Tech	199I1AD · Classified Ads	75.00
Credit Card Charge	01/14/2014	248016	Zorbas Pizza	Food for Technology Committee Meeting	721A3AD · Monthly Meeting /Committee Exp	39.55
Credit Card Charge	01/17/2014	244099	Microsoft	Exchange Online Standard Service 01/2014	856J4AD · Microsoft Intune & Email Servic	96.00
Credit Card Charge	01/17/2014	244310	FasTrak	Bridge tolls replenishment amount	4440 · 4440 Employee Commute Benefit	25.00
Total Robert Gay						<u>646.03</u>
Total US Bank Credit Card						<u>794.70</u>



F-10
Jan

P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 01-22-2014
AMOUNT DUE \$794.70
NEW BALANCE \$794.70
PAYMENT DUE ON RECEIPT

000002517 1 MB 0.405 106481438755649 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] 000079470 000079470

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	\$8,594.65	\$1,064.70	\$0.00	\$0.00	\$0.00	\$270.00	\$8,594.65		\$794.70

CORPORATE ACCOUNT ACTIVITY						
SMCMAD					TOTAL CORPORATE ACTIVITY	
					\$8,594.65 CR	
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
12-26	12-26	74798263360000000000785	PAYMENT - THANK YOU 00000 C		3,647.82 PY	
01-13	01-13	74798264013000000000834	PAYMENT - THANK YOU 00000 C		4,946.83 PY	

NEW ACTIVITY					
DEVINA S WALKER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$148.67	\$0.00	\$148.67
Post Date	Tran Date	Reference Number	Transaction Description		Amount
01-16	01-15	24692164015000088557137	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		21.88
01-22	01-21	24692164021000515876755	AMAZON.COM AMZN.COM/BILL WA		126.79

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 01/22/14	DISPUTED AMOUNT .00	PREVIOUS BALANCE	8,594.65
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 794.70		PURCHASES & OTHER CHARGES	1,064.70
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	270.00
		PAYMENTS	8,594.65	
		ACCOUNT BALANCE	794.70	



Company Name: SMCMD
Corporate Account Number: [REDACTED]
Statement Date: 01-22-2014

NEW ACTIVITY					
ROBERT GAY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$270.00	\$916.03	\$0.00	\$646.03
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
12-24	12-20	24431063357824503393208	ALASKA AIR 0272138584632 SEATTLE WA GAY/ROBERT 02-02-14 OAK AS T SEA AS G OAK	187.80	
12-30	12-28	24906413362005075494121	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
01-08	01-06	24801634007286000000047	ZORBAS PIZZA 650-875-1616 CA	75.42	
01-09	01-08	24327434008009013882204	ESPOSTOS BOREL DELI SAN MATEO CA	96.69	
01-09	01-08	24430994009400819067627	MSFT *ONLINE BILL.MS.NET WA	264.00	
01-10	01-08	24427334009710023509741	LUCKY #726 MILLBRAE MILLBRAE CA	34.62	
01-13	01-10	74266964012700103590032	AMCA 732-544-4645 NJ	270.00 CR	
01-13	01-11	24493984011026164602295	CRAIGSLIST.ORG 415-566-6394 CA	75.00	
01-16	01-14	24801634015286000000369	ZORBAS PIZZA 650-875-1616 CA	39.55	
01-20	01-17	24430994018400817052976	MSFT *ONLINE BILL.MS.NET WA	96.00	
01-20	01-17	24431064019672045401148	FASTRAK CSC 415-486-8655 CA	25.00	

Department: 00000 Total: \$794.70
 Division: 00000 Total: \$794.70

Agenda Item # 9.

MANAGER'S REPORT

SUBJECT: State, Agency and District Activities

Legislative Update

- **MVCAC Legislative Day in Sacramento.**
 - Assistant Manager Weber and I will attend the MVCAC Leg Day March 26th.

Mosquito and Vector Control Association of California (MVCAC)

- MVCAC Annual Meeting was held on February 19-21, 2014.

Vector Control Joint Powers Agency (VCJPA)

- Annual meeting was held on March 6-7, 2014.

American Mosquito Control Association (AMCA)

- **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.

Local Agency Formation Commission (LAFCo)

- The Independent Special District Selection Committee met on March 4th to elect a Regular Member and Alternate Member to LAFCo. Trustee Wykoff was in attendance.

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.

District Program Updates

- **West Nile Virus (WNV) 2014**
 - The West Nile virus (WNV) year is starting fast in Santa Clara County. They have now reported three birds testing positive for WNV. At this time last year, no WNV dead positive birds had been detected in California.
- **Eradication Work on the Invasive Mosquito (*Aedes aegypti*)**
 - Work continues with surveillance of the Yellow Fever Mosquito in Menlo Park. District is employing (3) BG Sentinel traps, (18) AGO Adult Mosquito Traps and (70) Ovitrap.
 - Drafted a Yellow Fever Mosquito (*Aedes aegypti*) Surveillance and Response Plan.
- **Mosquito Collection with CO2 Traps**
 - The warmer weather in February and rains are bringing on much earlier our urban house mosquitoes in South San Francisco, San Mateo, and Redwood Shores. Assistant Weber will provide an update on these three sites.
- **Lyme Disease Advisory Committee Meeting**
 - Meeting held on March 13th to review tick and human surveillance and reporting, tick identification cards, Lyme disease case reporting, and to receive public comments.
- **Continuing Education Program with Webinars**
 - Two new webinars are available this month:
 - Principles of Tick Management and Tick-Borne Disease
 - PCT Advanced Rodent Control Virtual Conference
- **Website Upgrade**
 - Finance Director Rodriguez and Manager Gay met with Dave Freund and Rehan Fernando of Eight25Media on the process for building a new website. Our next meeting is set for March 20th to review their recommendations.
 - The cost for a new website is estimated at \$5,000 - \$15,000.
 - We will issue an RFP for website design companies on the peninsula.

- **National Pollutant Discharge Elimination System (NPDES) Permit**
 - The District submitted our 2013 NPDES report to the Regional Water Board.
- **BCDC Permit No. M1977.037.06**
 - This is our original source reduction permit issued in June 30, 1977 as Permit No. M77-37.
 - This permit allows our District operational staff to perform vegetation clearing along creeks with hand tools to provide access to treatment areas.
 - The biological opinion required by the Service is now completed.
 - Assistant Manager Weber is coordinating work on this permit for the District.
- **Coastal Conservancy Cordgrass Contract**
 - We have completed work for 2013 and the final payment was received.
 - Assistant Manager Weber is reviewing cordgrass control work for 2014 with the operational staff of the Conservancy.
 - The Conservancy has allocated \$54,000 for work to be completed by the District for 2014.
- **Avian Cholera Outbreak in Redwood Shores**
 - We reported last month of an avian cholera outbreak in a Redwood Shores pond that killed over 180 ducks.
 - With the recent rains, there are concerns the bacteria may continue to potentially spread to other areas.
 - We do not have an update as of early March if the avian cholera has spread or died off.
- **Medical Waste Policy**
 - Laboratory Director Zahiri is coordinating the collaborative efforts with other districts on the development of a Medical Waste Policy.
- **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 this month.
 - We should be able to complete our PEIR this fiscal year.

- **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.

- **SamCERA Retirement**
 - Meeting is being scheduled to discuss the GASB 67, GASB 68, and GASB 71 implementation.
 - GASB 67 & 68 deals with accounting and financial reporting for pension plans.

- **District Monthly Report**
 - We are discussing the how to improve the District monthly report. Our discussion points include the following but want input from the trustees:
 - Who should be the target audience? Currently the City Council and Supervisors.
 - How often published? Monthly, bi-monthly, or quarterly.
 - Content? Scientific information, district activities, programs, and/or financials.

- **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 hour educational program. These forums in the past are well attended.
 - Our Rodent Forum this year is scheduled for May 29th from 0900 – 1200
 - Guest speakers will come from around the state from CDPH, Universities, and Industry.

- **Safety Program**
 - District Safety Officer, Casey Stevenson and the Safety Committee are coordinating their training programs and inspections in accordance with our safety programs.
 - Upcoming safety meetings will include “what to do if you are in a vehicular accident” and the Safety Director of the VCJPA will be performing “behind the wheel driving assessments” of our staff..
 - The Safety Committee will recommend changes to the District Policy Committee with the Illness and Injury Prevention Policy.

- **Peninsula Traffic Congestion Relief Alliance**
 - We held a meeting with the PTCRA staff who reviewed various commute options with our staff. Currently we have four staff members taking CalTrain.
- **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.
- **San Carlos Wheeler Plaza Project**
 - Counsel Thompson is recommending the District now wait until the County and other taxing entities have actually approved a Compensation Agreement before we act to approve one.
- **Lehman Officers and Directors Settlement**
 - San Mateo County Treasurer (Arnott) submitted a letter to the pool participants on the final distributions of \$1,155,121.44 from the Lehman Officers and Directors Settlement.
 - This distribution brings the cumulative recovery amount to \$66,809,934.28, approximately 43.20% of the total claim.
- **Regional Government Services**
 - We discussed this at a previous Board Meeting about using Regional Government Services to provide Human Resources Support.
 - We are scheduling a meeting with Jennifer Bower, Human Resource Director, RGS
 - 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.
- **District Database Program**
 - District Management is having lengthy discussions on the District's database programs. Our current ACCESS Source Database was developed in 1999 and now after 15 years is not recommended by the designer to accept any further customizations and modifications. The laboratory databases developed over the last 10 years do not tie in with the Source Database and are unable to meet current demands.

- The ACCESS Database program in use is version 2003. Trying to upgrade to 2010 three years ago caused a complete crash to the program and the District was forced to reinstall the ACCESS 2003 version. As a result compatibility issues have resulted.
- A new database management system (MapVision) was reviewed by the staff at the last AMCA and MVCAC meetings.
- The MapVision database management system developed by Leading Edge Associates is a web-based mapping system designed to consolidate multi-source surveillance data in order to develop and deploy strategic larviciding and adulticiding response applications.
- Districts around the state have already implemented the MapVision program and consider it a great success.
- A Trustee Study Session is scheduled for April 23rd at 6:00 p.m. for Leading Edge to provide a detailed demonstration of their MapVision database management systems. Some staff will be at the meeting to help explain the importance of this new web-based program.
- In March Leading Edge will provide a tutorial demonstration to the staff.
- This new web-based program is expensive starting at \$80,000 but will

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**

- 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.

- **Form 700 – Conflict of Interest**

- Please submit by this Board meeting (March).
- We have to submit to the County by April 1st.

Manager Meetings outside the District in March

- 🗓 VCJPA Meeting, March 6-7th.

 MVCAC Legislative Day, March 26th.

REFERENCE MATERIALS AVAILABLE IN THE OFFICE:

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

- A. District Report.
 - B. San Mateo County Treasurer letter dated February 19, 2014.
 - C. Lyme Disease Advisory Committee meeting agenda for March 13th.
 - D. SamCERA meeting agenda for March 6th.
 - E. Adult Mosquito Collection Report for Week 7.
 - F. Peninsula Traffic Congestion Relief Alliance Annual Report FY 2013.
-

ACRONYMS

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

- V. LAO = Legislative Analyst's Office
- W. MAD = Mosquito Abatement District
- X. MVCAC = Mosquito and Vector Control Association of California.
- Y. MVCD = Mosquito and Vector Control District
- Z. NMFS = National Marine Fisheries Service
- AA. NPDES = National Pollutant Discharge Elimination System
- BB. NRDC = National Resources Defense Council
- CC. OEHHA = Office of Environmental Health Hazard Assessment
- DD. PEIR = Programmatic Environmental Impact Report
- EE. SDLF = Special District Leadership Foundation
- FF. SMCMVCD = San Mateo County Mosquito and Vector Control District
- GG. SOVE = Society of Vector Ecology
- HH. USEPA = U.S. Environmental Protection Agency
- II. USFWS = U.S. Fish and Wildlife Service
- JJ. VCJPA = Vector Control Joint Powers Agency
- KK. VCD = Vector Control District
- LL. XR-G = Extended Residual Granular (pesticide product - Altosid)
- MM. XRT = Extended Residual Tablet (pesticide product – Clarke)
- NN. WNV = West Nile Virus



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

YELLOW FEVER MOSQUITO (*Aedes aegypti*) SURVEILLANCE AND RESPONSE PLAN 2014

This District response plan mirrors important components of a “draft” State Response Plan – California Invasive *Aedes* Mosquito Surveillance and Response Plan, March 2014.

Objective

The purpose of this document is to provide guidance for our District to ensure effective preparation and response to the further detection and control of *Aedes aegypti* and the diseases this mosquito potentially transmit.

Specifically, the State’s Response Plan provides guidance for the development and implementation of a comprehensive local plan during both the pre-detection and post-detection phases of the response for both *Aedes aegypti* and *Aedes albopictus*.

Since our District has an active infestation of *Ae. aegypti* in Menlo Park this specific District Response Plan concentrates on this species and the corresponding post-detection strategies of surveillance, public education, and control.

This strategic plan may also be extrapolated for a response to future *Aedes albopictus* infestations or another invasive species that may infest any or all of our twenty cities and the unincorporated areas.

Summary of “Post-Detection” Recommended Actions by our District

1. Notify California Department of Public Health (CDPH) of suspect mosquito collections and send specimens to confirm identification; discuss observations and findings, potential infestation area, and possible introduction pathways.
2. Notify San Mateo County Public Health and local vector control districts.
3. Review response coordination with CDPH and the local health department; ensure close communication pathways.

4. Roll-out public relations materials, including a press release, describing the discovery of the yellow fever mosquitoes, the disease risks they present, and a request to the public to contact the District of suspect mosquitoes on their property.
5. Initiate enhanced egg and adult (i.e., ovi-traps and adult traps) and larval (i.e. door-to-door) mosquito surveillance to better define the size of the infestation.
6. Initiate a door-to-door campaign beginning at the point of discovery and moving outwards to:
 - a. Distribute public education materials urging the public to empty small containers of standing water, change water in bird baths, and take personal prevention measures to reduce mosquito bites.
 - b. Gain permission to conduct larval surveillance on the premises as part of the enhanced surveillance.
 - c. Implement cultural and physical controls to eliminate potential larval sources preferably in the presence of the property owner or resident for educational purposes.
7. Initiate immature and adult mosquito control using EPA-registered products based on data from enhanced surveillance activities that provide reliable information on presence, relative abundance, and distribution within the urban environment. Initial efforts should be ground-based approaches on foot and with vehicle-mounted sprayers. Depending on the extent of the infestation, aerial application also can be considered if the infestation area encompasses multiple cities or the entire county.
8. Provide data collected from the surveillance and control activities to CDPH.
9. Send female mosquitoes to the Center for Vector-borne Diseases (CVEC) at UC Davis for arboviral testing as resources permit.

Post-Detection and Imported Human Infection Identified

1. Enhance all mosquito surveillance and control operations in vicinity of case-patient's residence including if recommended the use of ground based applications of adulticides.
2. Roll-out public relations materials, including a press release, to raise awareness about invasive *Aedes* mosquitoes, the diseases they can transmit, symptoms of disease, and personal protective measures.
3. Continue to engage the public in detecting and reporting suspect mosquitoes and reducing backyard larval habitat.
4. Send female mosquitoes to CVEC for arboviral testing.

Post-Detection and Autochthonous Human Infection Identified

1. Enhance all mosquito surveillance and control activities conducted subsequent to the detection of a locally acquired human infection case including the use of ground based and aircraft for application of adulticides.

2. Work collaboratively with CDPH and the local health department to issue a statewide press release.

Fiscal Impact and Funding Considerations

The District must be positioned financially to fund a short-term, aggressive response to the initial detection of the yellow fever mosquitoes (i.e., increased surveillance and eradication efforts) as well as for long-term surveillance and control activities necessary to slow or prevent the spread of established yellow fever mosquito populations and minimize risk for disease transmission.

With the initial discovery of the yellow fever mosquito in Menlo Park in August 2013, our District is currently funding an intensive eradication campaign that includes public education and outreach, enhanced surveillance, and physical, biological, and chemical control efforts.

The District has captured in 2014 additional yellow fever mosquitoes in Menlo Park and as a result is now enhancing the surveillance and control operations as listed in Attachment A.

Longer-term action against the yellow fever mosquitoes will place increasing demands on the District's annual budget and reserve funds (Attachment A).

Examples of the fiscal impact of three districts responding to the yellow fever mosquito or the Tiger mosquito.

Los Angeles County, 2011-2013, Aedes albopictus (Tiger mosquito)

- *San Gabriel Valley Mosquito and Vector Control District (MVCD)*: Response to an infested residential area of approximately 15 square miles (~7% of the District's jurisdictional area) accounted for almost 10% of the annual operating budget.
- *Greater Los Angeles County Vector Control District*: Response to an infested residential area of approximately 3 square miles (only 0.2% of the District's jurisdictional area) accounted for about 3% of the annual operating budget.

Madera County, 2013, Aedes aegypti (Yellow Fever mosquito)

- *Madera County MVCD*: Response to an infested residential area of less than 10 square miles (~1.5% of the District's jurisdictional area) used an equivalent of 30% of the annual budget by depleting the majority of the reserve fund.

Specific "Post-Detection" Surveillance Strategies by our District

The surveillance approach following the discovery of the yellow fever mosquitoes in Menlo Park in 2013 and 2014 are much more aggressive and rigorous to provide a

comprehensive assessment of population size, geographical spread, and control effectiveness.

- **Traps.** The number and variety of traps are increased and focused in the Menlo Park area to assess the abundance and distribution of the yellow fever mosquitoes. Additional traps are placed outward from the Holy Cross Cemetery to determine the geographical extent of the population. Additional trapping around the County is under consideration and would have to be implemented if new infestations of *Ae. aegypti* and/or *Ae. albopictus* are uncovered. (Attachment A)
- **Public Education and Outreach.** All aspects of the education and outreach program are intensifying throughout Menlo Park and the surrounding communities, but particularly in and around the Holy Cross Cemetery (initial point of discovery). Door-to-door inspections and campaigns are ongoing to inform and educate individual property owners and their on-site residents about the invading yellow fever mosquitoes, how they can minimize habitat on their property (cultural and physical controls), and encourage people to report any mosquitoes. The door-to-door inspection campaigns provide an opportunity for larval surveillance on the property, an activity which has been shown repeatedly to provide important information on abundance and spread not captured by egg and adult traps. (Attachment A)
- **Human Arboviral Infections.** The detection of a probable or confirmed human case of dengue or chikungunya by the local health department immediately triggers additional surveillance and control in the vicinity of the case patient's residence. Detection of autochthonous transmission immediately prompts escalated surveillance and control efforts.

Specific “Post –Detection” Control Strategies by our District

The successful control of the yellow fever mosquitoes in Menlo Park or if captured in other cities is dependent on a number of factors (Attachment A-C):

- Implement “Yellow Fever Surveillance Teams” to perform the following:
 - Door-to-door yard inspections activities. These inspection activities provide important information on abundance and spread of the yellow fever mosquitoes and allow the team to control mosquitoes found in containers.
 - Empty artificial containers of water found in backyards.
 - Inspect storm water treatment devices, neglected ponds, and water holding surface depressions in lawns.
- District Vector Control Technicians with support from the Yellow Fever Surveillance Teams to perform the following controls:
 - Apply larviciding control agents to permanent water breeding sites, cemetery urns, backyard water holding features, etc.

- Residual adulticide spray applications to vegetation and other surfaces for control of resting adult yellow fever mosquitoes if the population warrants this level of response.
- Ground-based or aircraft adulticide spray applications to control flying adult yellow fever mosquitoes if the populations warrant this level of response.
- Inspect local catch basins and treat with larvicides as necessary.
- Employ additional controls as warranted depending on the abundance and distribution of the yellow fever mosquitoes.
- A combination of physical, biological, and chemical control approaches should be used against immature and adult yellow fever mosquitoes. For thorough implementation, these control activities frequently require the collaboration and cooperation of residential property owners established during education, outreach, and door-to-door campaigns.

Data collected from combined surveillance activities that provide reliable information on presence, relative abundance, and distribution of the yellow fever mosquitoes within Menlo Park will be used to continually focus and re-focus resources and control efforts.

A significant emphasis of the control program will center on training and mobilizing the public to implement cultural and physical controls to eliminate opportunities for immature yellow fever mosquito development on private properties.

If eradication is the objective, it is crucial that local agency staff gain access for inspection of every property in an affected area, including vacant properties and properties with uncooperative owners/residents. A single neglected property can provide the habitat necessary for invasive mosquito production thus allowing rapid re-invasion and counteracting all previous control efforts.

ATTACHMENT A

Post detection Surveillance and Control Strategy Costs for Menlo Park

TRAPS

The following types and quantities of traps for “post detection” surveillance strategies are for use within the City of Menlo Park. The trap cost for Menlo Park is estimated at \$2,350.

1. **Ovi-traps.** Currently deploying 70 traps. If the infestation area increases in Menlo Park another 50 traps may be purchased. Cost \$100.
2. **BG-Sentinel Trap.** Currently have deployed 3 traps. If the infestation area increases in Menlo Park another 5 BG-Sentinel traps may be purchased. Cost for each trap is \$450. Total cost for 5 = \$2,250.
3. **Autocidal Gravid Ovitrap (AGO).** District has 40 AGO traps. District is currently deploying 18 in Menlo Park but will expand to using the remaining 22 traps as the surveillance exposes more active infestations. The traps are currently free but the shipping costs for 20 is \$1,200.

PUBLIC EDUCATION AND OUTREACH

The education and outreach programs for “post detection” surveillance strategies have intensified for Menlo Park. The initial cost for Menlo Park’s 2013 program was under \$5,000, to produce door hangers and brochures. The public outreach program for Menlo Park will increase dramatically depending on the growth of the infestation zone.

1. **Door Hangers.** Used during the door-to-door inspections and CERT program. Multiple types of door hangers are used depending on the situation. CERT program used 3,200. Will consider printing over 5,000 door hangers to support Menlo Park during 2014 at an estimated cost of \$5,000.
2. **Brochures.** Used during door-to-door inspections, schools, city hall reception area, library displays, and local fairs. Will consider printing over 1,000 brochures to support Menlo Park during 2014 at an estimated cost of \$1,500.

3. **Public Outreach and Education Coordinator.** Is coordinating all aspects of the yellow fever mosquito education and outreach program. Including:
 - a. Update the website with the most current yellow fever mosquito information.
 - b. Draft our Public Health Alerts and submit to all media organizations within San Mateo County.
 - c. Additional duties include updating the District's Communication Plan which will include this Response Plan.
 - d. Assess the current outreach strategies and define the District's goals and metrics for evaluations.
 - e. Working with CDPH on improving our *Yellow Fever Mosquito* door hangers and brochures to meet the requirements of the CDC Clear Communication Index.
 - f. Develop the District's public outreach program for educating the public on the yellow fever mosquito.
 - g. Develop communication lines with residents of cities infested with the yellow fever mosquito.
 - h. Work with the District's Environmental and Public Outreach Committee chaired by Trustee Scott Smith on developing the District's public outreach programs.
 - i. The internship is for \$5,000 and goes from February through June 2013.
 - j. District Management will request this Public Outreach and Education Coordinator position to become permanent and full-time for fiscal year 2014-15.

YELLOW FEVER SURVEILLANCE TEAMS

The "post-detection" surveillance and control of the yellow fever mosquitoes in Menlo Park are dependent on the establishment of specialized yellow fever surveillance teams. Each two-man team performs the door-to-door inspections of the properties and initiates source reduction activities and control programs.

1. Four (4) Part-time Employees making up two teams of two.
2. 40 hour per week.
3. Six months (April through September).
4. \$15 - \$20 per hour
5. Total cost: \$57,600 (\$15/hr.) to \$76,800 (\$20/hr.).
 - a. Does not include uniforms, boots, personal protection equipment, Social Security, unemployment, and Medicare costs.

The yellow fever surveillance teams for Menlo Park for 2014 are estimated between \$58,000 and \$78,000 for the period April – September 2014.

LABORATORY EQUIPMENT AND SUPPLIES

The costs for RT-PCR testing of mosquitoes from Menlo Park are estimated at \$5,000. The testing will be based on the number of adult *Ae. aegypti* collected.

Field equipment of larval trays, basters, backpacks, sampling containers to support the operational and laboratory staff is estimated under \$1,000 and is replenished every few months.

VEHICLES

The District is requesting to lease from Enterprise, two (2) Nissan Frontier (two-wheel drive) pickups to support the yellow fever surveillance teams. The monthly costs for leasing two vehicles are \$700. (Attachment B)

PESTICIDES

The District has a variety of larviciding formulations and compounds to use for suppression of *Ae. aegypti* and *Ae. albopictus* in Menlo Park. The larvicide costs in Menlo Park are estimated at \$5,000 unless the infestation area increases in size.

1. The growth regulators include Altosid.
 - a. Altosid was used to treat the urns (3,000) in the Holy Cross cemetery on a monthly rotational basis at a cost under \$300/month.
 - b. Altosid is also used on residential properties in artificial containers at a cost under \$300/month.
2. The microbials include VectoMax.
 - a. VectoMax was used to treat the urns (3,000) in the Holy Cross cemetery on a monthly “rotational” basis with Altosid at a cost under \$300/month.
 - b. VectoMax is also used on residential properties in artificial containers at a cost under \$300/month.

The District has a limited selection of adulticiding formulations and compounds to use for suppression of invasive mosquito adults including *Ae. aegypti* and *Ae. albopictus*.

1. Ground Fogging Operations
 - a. The District last fall, adulticide the Holy Cross Cemetery at a cost of under \$1,000.
 - b. The pesticide cost for one (1) ground fogging operation throughout Menlo Park (9.79 miles) is \$11,579. (Attachment C)

- c. Typical ground fogging operations may require multiple applications to achieve adequate control of adult flying mosquitoes.
2. Aerial Applications
- a. The District currently has a contract for helicopter applications.
 - b. The cost of aerial fogging the city of Menlo Park is \$17,844.
 - i. (Attachment C).

Pre- detection and Post – Detection Surveillance and Control Strategy for the Remaining San Mateo County Cities and County Unincorporated Areas

TRAPS

The traps for “pre and post detection” surveillance strategies used within each city in San Mateo are estimated between \$2,000 and \$10,000 based on the size of the city, property accessibility, size of the infestation zone and the overall number and type of parcels.

PUBLIC EDUCATION AND OUTREACH

Initiating “pre and post detection” surveillance strategies for public outreach and education for each city in San Mateo are estimated between \$5,000 and \$20,000 based on the size of the cities infestation zone.

YELLOW FEVER SURVEILLANCE TEAMS

Initiating two yellow fever surveillance teams for each city in San Mateo would cost between \$57,600 (\$15/hr.) to \$76,800 (\$20/hr.) for the period April – September 2014. But we are conjecturing larger cities may require four teams. If the infestation encompassed the entire county the costs for adequate yellow fever surveillance teams within each city and county unincorporated areas alone may exceed \$1 million.

LABORATORY EQUIPMENT AND SUPPLIES

The estimated costs for RT-PCR testing of mosquitoes are \$5,000 per city. The testing will be based on the number of adult *Ae. aegypti* collected.

VEHICLES

The District will require additional vehicles to transport the yellow fever surveillance teams to each city. The monthly costs to lease two vehicles per city are estimated at \$700 (\$350/vehicle). (Attachment B)

PESTICIDES

Larviciding formulations used in the cities and county incorporated areas for treating *Ae. aegypti* infestations for a six month period are estimated at \$5,000.

Adulticiding formulations used in the cities and county incorporated areas for fogging adult *Ae. aegypti* infestations are outlined in Attachment C.

DRAFT

ATTACHMENT B

VEHICLES

Operational Staff	Vehicle	Job Title
Brian Weber	2008 Ford F-150 FX4 (4x4)	Assistant Manager
Casey Stevenson	2007 Ford F-150 FX4 (4x4)	Operations Supervisor
James O'Brien	2014 Nissan Frontier Pro4X-41	VCT
Ben Rusmisl	2011 Ford Ranger XLT-43	VCT
David Allen	2011 Nissan Frontier Pro4X-49	VCT
Stephanie Busan	2014 Nissan Frontier Pro4X-51	VCT
Kim Keyser	2011 Ford Ranger XLT-46	VCT
Hector Cardenas	2010 Ford Ranger XLT-47	VCT
Richard Chow	2011 Nissan Frontier Pro4X-50	VCT
Theresa Brinkley	2010 Ford Ranger XLT-45	VCT
<u>New Technician</u>	2007 Ford Ranger XLT-48	VCT
Part-time Employee		Facility Maintenance

Yellow Fever Surveillance Teams (2 members per team)

Member #1	Part-time Employee
Member #2	Part-time Employee
Member #3	Part-time Employee
Member #4	Part-time Employee

Laboratory Staff	Vehicle	Job Title
Nayer Zahiri	2010 Ford Ranger XLT	Laboratory Director
Warren Macdonald		Laboratory Assistant
Theresa Shelton		Vector Ecologist- Field
Cheryl Sebay		Vector Ecologist-Field
Part-time Employee		Dead Bird Collection

Utility Vehicles

The District has a 2011 Toyota Sienna Van and a 2008 Ford Escape for taking staff to continuing education programs, hauling displays and staff to local fairs, educational programs in schools and attending local meetings.

The Toyota Van and Ford Escape are not used for certain field activities including the transportation of pesticides and/or pesticide dispersal equipment, picking up dead birds

or other animal carcasses for testing, transporting dry-ice for CO2 traps, and transporting unclean rodent traps or large animal traps.

Catch Basin Jeeps

Zone 1	2008 Jeep Wrangler RHD	Part-time Employee
Zone 2	2008 Jeep Wrangler RHD	Part-time Employee
Zone 3	2008 Jeep Wrangler RHD	Part-time Employee
Zone 4	2008 Jeep Wrangler RHD	Part-time Employee
Zone 5	2008 Jeep Wrangler RHD	Part-time Employee
Zone 6	2008 Jeep Wrangler RHD	Part-time Employee
Zone 7	2008 Jeep Wrangler RHD	Part-time Employee
Zone 8	2008 Jeep Wrangler RHD	Part-time Employee

New Vehicle Lease Purchase in support of the Yellow Fever Surveillance and Response Plan and General District Programs

2014 Nissan Frontier (2x2) Pickup (2)

- *Yellow fever surveillance teams* would be able to use these pickup trucks from April through September. The *Ae aegypti* program will continue until eradicated.
- *Vector Ecologist* – Field staff would be able to use these pickups to transport twenty (20) CO2 traps to areas where adult mosquito surveillance is implemented due to a positive WNV dead bird. Positive WNV dead birds are typically reported from June through October. This is an ongoing program each year.
- *Dead Bird Collection* Part-time employee would be able to use one of these trucks when collecting the dead birds from residents. Positive WNV dead birds are typically reported from June through October. This programs funding by MVCAC may last for only the next few years and at that point the District will be responsible for taking all calls from the public and picking up and testing all dead birds and squirrels.
- *Facility Maintenance* Part-time employee would be able to use one of these trucks to travel to the Redwood City Property for verifying building safety procedures, meeting Bay Alarm/PG&E/AT&T/ and other contractors for routine service and maintenance, cleaning and collecting trash, monthly fire extinguisher certifying, throughout the year. This is an ongoing program.
- *Administrative staff* may use one of these pickup trucks to pick up bulky admin supplies on an irregular basis.

ATTACHMENT C

Adulticiding Operations

The District has the capability of initiating four (4) concurrent but separate ground fogging operations and would contract with a commercial company to perform aerial operations. The costs to perform one (1) spray mission within each city are as follows. Important to remember multiple adulticiding operations are typically required to achieve adequate control of the adult mosquitoes. If a helicopter is used those costs are included. The total costs per city are for one treatment by helicopter and pesticides. Ground fogging would be only the cost of pesticides. No man-hour costs are included:

City	Sq. Miles	Pesticide Gallons	Pesticide Cost	Helicopter Cost	Total Cost
Atherton	5	75	\$5,914	\$3,200	\$9,114
Belmont	4.62	69.3	\$5,914	\$2,956	\$8,421
Brisbane	3.1	46.5	\$3,667	\$1,984	\$5,651
Burlingame	4.41	66.2	\$5,216	\$2,822	\$8,038
Colma	1.91	28.65	\$2,259	\$1,222	\$3,481
Daly City	7.66	114.9	\$9,060	\$4,902	\$13,962
E. Palo Alto	2.51	37.65	\$2,969	\$1,606	\$4,575
Foster City	3.76	56.4	\$4,447	\$2,406	\$6,853
HMB	6.42	96.3	\$7,593	\$4,109	\$11,702
Hillsborough	6.19	92.85	\$7,321	\$3,962	\$11,283
Menlo Park	9.79	146.85	\$11,579	\$6,266	\$17,844
Millbrae	3.25	48.75	\$3,874	\$2,080	\$5,954
Pacifica	12.66	189.9	\$14,974	\$8,102	\$23,076
Portola Valley	9.09	136.35	\$10,751	\$5,818	\$16,569
Redwood City	19.42	291.3	\$22,969	\$12,429	\$35,398
San Bruno	5.48	82.2	\$6,481	\$3,507	\$9,988
San Carlos	5.54	83.1	\$6,552	\$3,546	\$10,068
San Mateo	12.13	181.95	\$14,347	\$7,763	\$22,110
South City	9.14	137.1	\$10,762	\$5,850	\$16,612
Woodside	11.73	175.95	\$13,874	\$7,507	\$21,381
Totals	153.81	2,307.15	\$181,919	\$98,438	\$280,358