



**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 April 9, 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](http://www.smcmad.org).*

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
6:00 PM**

- 1. CALL TO ORDER.**
- 2. PLEDGE OF ALLEGIANCE.**
- 3. ROLL CALL.**
  - Secretary of the Board will take roll call.
- 4. 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.

**5. 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, March 12, 2014.

**ACTION:** Motion to approve Consent Calendar items.

**6. REGULAR AGENDA.**

A. Nominations for Assistant Secretary Board Officer for Calendar Years 2014 and 2015.

**ACTION:** Motion to approve the Election Slate for Assistant Secretary.

**7. BOARD COMMITTEE MEETING REPORTS**

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

**ACTION:** Motion to approve the Manager's Evaluation Form.

F. Ad-hoc Legal Representation

**8. FINANCIAL REPORT**

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

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

**9. MANAGER'S REPORT**

**10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**11. CLOSED SESSION**

**ACTION:** Motion to move into closed session.

**CLOSED SESSION MEETING OF THE BOARD OF TRUSTEES**

**A. CALL TO ORDER.****B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:  
One case.

**Closed Session Note:** The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; as regards attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waive of the privilege.

**ACTION:** Motion to move out of closed session.

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
CONTINUATION OF AGENDA FOR APRIL 9, 2014**

12. **REPORT FROM CLOSED SESSION**
13. **ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING**
14. **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 April 9, 2014 was posted and available for review on April 2, 2014, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010. The agenda was also available on the District web site.

Agenda Item # 5.A

**CONSENT CALENDAR**

**SUBJECT: Consent Calendar.**

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**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 5.A.1**

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



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**MINUTES OF THE REGULAR MEETING OF THE  
 BOARD OF TRUSTEES  
 MARCH 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 March 12, 2014, in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:	Christine Fuller	James Ridgeway
	Steve Hedlund	Robert Maynard
	Jason Seifer	Wade Leschyn
	Leon Nickolas	Kati Martin
	Valentina Cogoni	Betsy Schneider
	Robert Riechel	Christopher Cairo
	Dick Tagg	Donna Rutherford
	Scott Smith	Louis Gotelli
	Mason Brutschy	Peter DeJarnatt
	Kat Lion	Joe Galligan

TRUSTEES ABSENT: Rick Wykoff

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

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**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 led by Trustee Fuller.

## 3. ROLL CALL

The roll call indicated that 20 Trustees were present with Trustee Wykoff an excused absence, and Trustees Gotelli and Tagg arriving at 6:04PM. New Trustees, Joe Galligan from Burlingame, Kat Lion from Redwood City and Wade Leschyn from Belmont were present.

## 4. OATHS ADMINISTERED TO TRUSTEES:

Oaths of office were administered to new Trustees, Joe Galligan from Burlingame, Kat Lion from Redwood City, Wade Leschyn from Belmont, and returning trustee Peter DeJarnatt from Pacifica by County Counsel Kathy Meola. The new Trustees and County Counsel briefly introduced themselves to the Board

## 5. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Public comment from James Counts was referred by the President to the agenda item 7.B.- Finance Committee Report.

## 6. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of February 12, 2014.
- Motion by Riechel, 2nd by Maynard to approve the minutes as posted, passed 15-0-4 by the Board. Abstentions: Galligan, Lion, Leschyn and DeJarnatt

## 7. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: *Scott Smith Chair*:** The committee is planning on a March meeting with Andrea Sprocket, to discuss her progress with designing the Public Education and Outreach Program.
- B. **Finance Committee: *Rick Wykoff Chair*** – Manager Gay gave the report that the committee met on 3/3/14, to reviewed the monthly financial report in the pre-packet, discussed the 2<sup>nd</sup> draft of a Reserve Policy, and a heard a presentation from Mitch Barker, PARS concerning the OPEB trust fund. Next meeting is scheduled for April 7, 2014.

James Counts commented from the public concerning financial and salary reporting details.

- C. **Strategic Planning Committee: *Jim Ridgeway Chair***- Meeting in April TBA.
- D. **Manager Evaluation Committee, *Chair Steve Hedlund***- First committee meeting TBA.

- E. **Policy Committee: *Robert Riechel Chair***: Did not meet last month, will consider policy # 1090 and other policies at a date to be announced. Talked about hiring an outside company to help the committee tackle some of the preliminary work on the policies. Also would like a couple of the new trustees to join the committee. Next meeting TBA.
- F. **Ad-Hoc Technology Committee- *Finance Director Rodriguez Chair***: Paperless test run this meeting and will continue testing with other trustees at future meetings welcoming feedback from the Board.

## 8. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

- A. Review of the Financial Documents for the fiscal year 2013-2014; July through January. The budget was slightly above the 58% year projection due to seasonal expenditures. The District had \$6.7M in cash in the General and Capital Funds combined. Director Rosendo indicated that tax revenues from the County were at 72% of the projected yearly total. Details of the financial report were included in the Board's packet.
- **Action by Maynard, 2<sup>nd</sup> Galligan to approve the Financial Documents for fiscal year 2013-2014, July 2013 through January 2014, passed by the Board 20-0.**

## 9. 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: District Manager Gay and Assistant Manager Weber will attend MVCAC Legislative Day in Sacramento on 3/26/14.
  - Mosquito and Vector Control Association of California (**MVCAC**): The annual conference on 2/19-21 was outstanding as described in the monthly report with staff doing an excellent job.
  - Vector Control Joint Powers Agency (**VCJPA**): The annual meeting was held on March 6-7, 2014. District Manager will ask Brian Kelly of the VCJPA to give a report to the Board at a future meeting, on the operations of the agency.
  - American Mosquito Control Association, (**AMCA**). Washington, DC Day will be May 5, 2014, to be attended by Assistant Manager Weber and Trustee Smith.
  - California Special District Association (**CSDA**): Governance meeting in Palm Springs on September 29th through October 2nd this year primarily for new trustees.
  - Local Agency Formation Commission (**LAFCO**): President Rutherford attended the scheduled LAFCO special district election March 4, 2014. The Board is looking to appoint an alternate Trustee to be present in place of the President when she is not able to attend meetings.
  - District Program Updates. Among the items covered were: West Nile Virus (WNV) positive birds in Santa Clara County, the continuing surveillance and response programs for Aedes aegypti in Menlo Park; continuous Lyme disease surveillance; the high count of

mosquitoes in South San Francisco, San Mateo and in Redwood Shores in our CO2 traps; and website update progress.

#### 10. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

- Trustees Schneider, Cogoni and Rutherford reported on the yearly MVCAC conference that they attended February 19-21, 2014, and agreed it was a great meeting with informative lectures and they recognized our excellent staff posters and outstanding presentations given by the District Manager and staff during the conference.
- Trustee Martin stated that the Ad Hoc Committee to Select District Counsel needs an extra member to have a quorum.
- Trustee Cairo requested that since we only meet once a month that we not rush through the meeting agenda, particularly during the manager's report.

#### 11. NEXT REGULARLY SCHEDULED BOARD MEETING:

- President Rutherford announced the next scheduled Board meeting on April 9, 2014.

#### 12. ADJOURNMENT:

- Meeting was adjourned at 7:53 PM.

There being no further business, the meeting was adjourned at 7:53PM

I certify the above minutes were approved as read or corrected at a meeting of the Board held on March 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 # 6.A

**REGULAR AGENDA**

**SUBJECT: Trustee Nominations for Board Officer - Assistant Secretary for Calendar Years 2014 and 2015.**

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**BACKGROUND AND STATUS:**

The Board Officer - Assistant Secretary Position became vacant with the departure of Barry Meinert, City of Burlingame. As a result, Board Secretary (Trustee Nickolas) according to District policies will direct and record the nomination and election process for a new Assistant Secretary.

- A. Nominations at April 9<sup>th</sup> Board meeting.
- B. Election at May 14<sup>th</sup> Board meeting.

**RECOMMENDATION:**

*Motion to approve the Board Officer Election Slate for Assistant Secretary.*

**REFERENCE MATERIALS ATTACHED:**

- A. Policy 4150. Board Officer's Nomination and Election Process
- B. Appendix 4150-1. Board Officer Election Slate, Assistant Secretary Nominations
- C. Policy 4070. Board Officer - Assistant Secretary



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## POLICIES AND PROCEDURES

**TITLE:** Board Officer's Nomination and Election Process

**NUMBER:** 4150

**4150.10** **Background**

**4150.11** The Officers of the District Board of Trustees is comprised of the President, Vice President, Secretary, and Assistant Secretary. All officers are elected by the membership at large. A Trustee must serve at least one year in order to be eligible to hold office. The term of office is for two consecutive years. Each officer may stand for re-election.

**4150.20** **Overview**

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

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

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

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

**4150.30** **Criteria**

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

**4150.40** **Process**

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

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

**4150.412** Trustees who are present must immediately accept or decline if nominated. Nominated Trustees who are absent must accept or decline in writing to the Board Secretary prior to the mailing of the January pre-packets. Failure to respond on time will be counted as if the Trustee declined the nomination.

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

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

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

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

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

**4150.423** The trustees are requested to complete their Board Officer Election Ballot prior to January Board meeting. Trustee must be present in order to cast their vote.

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

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

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

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

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

**4150.429** The election ballot votes will be tallied at the January Board meeting by the Board Secretary.

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

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

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

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

**Issued: September 9, 2009**  
**Revised: November 14, 2013**



**San Mateo County**

**Mosquito and Vector Control District**

**1351 Rollins Rd**

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**BOARD OFFICER ELECTION SLATE - (Appendix 4150-1)**

**ASSISTANT SECRETARY**

**NOMINATIONS**

ASSISTANT SECRETARY

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



**San Mateo County**  
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**POLICIES AND PROCEDURES**

**TITLE:** Board Assistant Secretary

**NUMBER:** 4070

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

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

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

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

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

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

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

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

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

**Issued: November 13, 2002**

**Revised: April 10, 2013**

Agenda Item # 7.A

**BOARD COMMITTEE REPORTS**

**SUBJECT: Environmental/Public Outreach Committee.**

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**BACKGROUND AND STATUS:**

Chair Scott Smith. Members include Trustees Dr. Jim Ridgeway, Peter DeJarnatt, Kati Martin and Valentina Cogui. President Rutherford also attends District committee meetings.

The Environmental/Public Outreach Committee met on April 3<sup>rd</sup> to discuss the components of a District public outreach program and review the works by Andrea Sprockett. During the last two months, Ms. Sprockett has developed a proposed Public Outreach Program that is under review by the committee. Proposal includes:

- Executive Summary (overview, initial activities, and program sustainability & growth).
- Public Health Education & Outreach Officer Position Justification
- Program Summary
  - Introduction
  - Framework (Precede-Proceed)
  - Target Groups
  - Timeline and Activities
- Details of Primary Activities and Objectives
- Evaluation
- Initial Logic Model
- Job Description
- Salary Scale

**RECOMMENDATION:**

*None at this time.*

**REFERENCE MATERIALS AVAILABLE:**

None at this time.



Agenda Items # 7.B

**BOARD COMMITTEE REPORTS**

**SUBJECT: Finance Committee.**

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**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's next meeting is scheduled for April 7<sup>th</sup> to discuss the "draft" District Budget FY 14-15 and "draft" reserve policy update. In addition, Carlos Oblites, Director, Public Financial Management (PFM) provided a presentation on investment funds, and LAIF & OPEB accounts.

The District Budget FY 14-15 and Reserve Policy will be available in the Board packet for review and comment at the May Board meeting. The Board approval of the FY 14-15 Budget will occur at the June Board meeting.

**RECOMMENDATION:**

*None at this time.*

**REFERENCE MATERIALS AVAILABLE:**

None at this time.

Agenda Item # 7.C

**BOARD COMMITTEE REPORTS**

**SUBJECT: Strategic Planning Committee.**

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**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 has scheduled a meeting for May 20<sup>th</sup> at 5:00 p.m. 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.**

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**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.

District Manager and Finance Director met with Jennifer Bowers, RGS on April 7<sup>th</sup>. The goal is to have RGS provide support to the Policy Committee with reviewing and updating policies. The Policy Committee will then schedule a meeting to review how to move forward with support from RGS.

**RECOMMENDATION:**

*None at this time.*

**REFERENCE MATERIALS AVAILABLE:**

None at this time.

Agenda Item # 7.E

**BOARD COMMITTEE REPORTS**

**SUBJECT: Managers Evaluation Committee.**

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**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 met and has drafted a proposed manager's evaluation.

**RECOMMENDATION:**

*Approve the "proposed" manager's evaluation form for work completed during July 2013 through June 2014.*

**REFERENCE MATERIALS AVAILABLE:**

1. Relationship with the Board – Communication – (Existing)
2. Relationship with the Board – Communication – (Proposed)
3. Relationship with the Board – Board/Committee Meetings – (Existing 2013)
4. Relationship with the Board – Board/Committee Meetings – (Proposed)
5. Employee Relations – (Existing 2013)
6. Employee Relations – (Proposed)
7. Leadership – (Existing 2013)
8. Leadership – (Proposed)

## Managers Evaluation

- 1 -Copy of Existing and Proposed included
- 2- Existing has blue lettering which indicates areas proposed to be changed.
3. Proposed has red lettering indicates proposed changes.

Relationship with the Board – Communication -Existing

	1	2	3	4	5	N/A
Trustees are <b>timely</b> informed of District activities						
Receptive of Trustees ideas and suggestions						
<b>Trustees informed on regulatory and legislative issues</b>						
Facilitates effective communication within the <b>organization</b>						
Facilitates the decision making process of Trustees						
Represents the District's interest with other agencies						

Comments:

Relationship with the Board – Communication - Proposed

	1	2	3	4	5	Avg
Trustees are informed of District activities						
Receptive of Trustees ideas and suggestions						
Facilitates effective communication with the leadership personnel and entire organization						
Follows up on action items from Board or Committee meetings						
Facilitates the decision making process of Trustees						
Represents the District's interest with other agencies						
Facilitates effective communication within the organization						

Comments

Relationship with the Board – Board/Committee Meetings -2013

	1	2	3	4	5	N/A
Board agendas are timely and accurate						
Manager's report is timely and comprehensive						
Facilitates discussion and advises Trustees as appropriate during meetings						
Ensures Trustees are fully and accurately informed of relevant issues on a timely basis						

Comments:



Relationship with the Board – Board/Committee Meetings –Proposed

	1	2	3	4	5	Avg
Board agendas are timely and accurate						
Manager’s report is timely and comprehensive						
Facilitates discussion and advises Trustees as appropriate during meetings						
Ensures Trustees are fully and accurately informed of relevant issues on a timely basis						
Trustees informed on regulatory and legislative issues						
Demonstrates an understanding of internal controls and financial records and participates in periodic continuing education to refresh and update knowledge in this area						
Effectively manages fiscal resources of District, including budgets, operations, audits and <u>financial matters</u>						

Comments:

## Fiscal Management

	1	2	3	4	5	N/A
Demonstrates an understanding of internal controls and financial records and participates in periodic continuing education to refresh and update knowledge in this area						
Effectively manages fiscal resources of District, including budgets, operations, audits and related matters						

Comments:

This matrix deleted and the contents moved to Relationship with the Board – Board/Committee Meetings Matrix.

Employee Relations 2013

	1	2	3	4	5	N/A
Revises written expectations and performance standards annually for all Directors and Assistant Manager						
Meets regularly (at least monthly) with each Director and with Assistant Manager to discuss status of work in progress, resource needs, and to provide performance feedback. Provides Directors and Assistant Manager with an agenda for such meetings at least 3 working days prior to scheduled meeting						
Keeps notes of monthly meetings with subordinates and maintain those notes, along with any other pertinent performance documentation, in supervisory files separate from the official personnel file						
On an annual basis, prepares individual development plans for all Directors and the Assistant Manager to include short and long-term career goals and action items to attain those goals						
Ensures that all communications prepared within and on behalf of the District meet on current professional standards						
Maintains unquestionable integrity in his own actions and in those of all District employees; models the behavior he expects others to exhibit						

Comments:

Employee Relations Proposed – To be completed by the Directors and Assistant Manager

	1	2	3	4	5	Avg
Revises written expectations and performance standards annually for all Directors and Assistant Manager						
Meets regularly (at least monthly) with each Director and with Assistant Manager to discuss status of work in progress, resource needs, and to provide performance feedback. Provides Directors and Assistant Manager with an agenda for such meetings at least 3 working days prior to scheduled meeting						
Keeps notes of monthly meetings with <b>Directors and Assistant Manager</b> and maintain those notes, along with any other pertinent performance documentation, in supervisory files separate from the official personnel file						
On an annual basis, prepares individual development plans for all Directors and the Assistant Manager to include short and long-term career goals and action items to attain those goals						

Comments:

## Leadership

	1	2	3	4	5	N/A
Maintains a competent staff and provides appropriate continuing staff education opportunities						
Responsible for high employee morale and productivity						
Advises and consults on employee and policy manuals; ensures periodic reviews and updates						
Implements the District's strategic plan and annual goals						
Maintains a smooth-running District						
Follows and enforces all applicable policies and procedures						

Comments:

Proposed to be evaluated by the Board, Directors and the Assistant Manager  
Leadership - Proposed

	1	2	3	4	5	Avg
Maintains a competent staff and provides appropriate continuing staff education opportunities						
Responsible for high employee morale and productivity						
Advises and consults on employee and policy manuals; ensures periodic reviews and updates						
Implements the District's strategic plan and annual goals						
Maintains unquestionable integrity in his own actions and in those of all District employees; models the behavior he expects others to exhibit						
Develop and maintain a succession plan for the district in case the Manager is not able to perform their duties.						
Follows and enforces all applicable policies and procedures including disciplinary actions						
Develop the annual objectives for the management of the district with semi-annual review						
Ensures that all communications prepared within and on behalf of the District meet on current professional standards						

Comments:

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT MANAGER  
EVALUATION FORM**

Mr. Robert B. Gay Period of Evaluation, July 1, 2013 through June 30, 2014

Rating System:

**1. Did not meet**

Performance did not meet expectations.

Performance results were well below expected performance indicators or standard defined for the work objectives and/or hampered the achievement of organizational goals and objectives.

Timely and significant improvement is required.

**2. Succeeded –**

Performance meets some but not all expectations.

The employee demonstrates the potential and motivation to achieve their work objectives, however, occasional lapses have been observed during the performance management cycle.

Performance results indicate a need for improvement or development in some areas.

**3. Succeeded**

Performance fully meets all expectations.

The employee has effectively achieved all of their work objectives.

The employee makes a positive contribution toward the achievement of organizational goals and objectives.

**4. Succeeded +**

Performance exceeds expectations and consistently generates strong results above those required of the position.

The employee makes a significant contribution toward the achievement of organizational goals and objectives.

**5. Surpassed**

Performance is outstanding

The employee makes an exceptional contribution to strategic organizational goals and objectives and consistently surpasses position requirements.

# AN MATEO COUNTY MOSQUITO AND VECTOR CONTROL

DISTRICT MANAGER EVALUATION FORM Mr. Robert B. Gay Period  
of Evaluation July 1, \_\_\_\_ through June 30, \_\_\_\_

## Rating System:

**1 = Below Standards:** Overall performance is below the standards expected of the job. Occasionally fails to meet job requirement; performance must improve to meet expectation of the position.

**2 = Meets Standards:** Able to perform 100% of job duties satisfactorily. Some guidance and supervision is required by the Board of Trustees.

**3 = Exceeds Standards:** Work performance is usually above standards in many areas. Employee displays initiative in assignments and completes them in a timely and efficient manner.

**4= Surpasses Standards:** Work performance is constantly above standards in most areas. Employee is enterprising and original and completes assignments with creativity.

**5 = Outstanding:** Work performance is consistently above standards in all areas. Employee is completely self-motivated and always performs assignments above and beyond the position standards.

**N/A** – Trustee is not able to provide a rating because of no experience or knowledge



Propose using a weighted rating system.

The Directors/Asst Mgr have a 2/3 to 1/3 weighted priority over the Trustees in the evaluation.

Agenda Item # 7.F

**BOARD COMMITTEE REPORTS**

**SUBJECT:        Legal Representation Committee.**

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**BACKGROUND AND STATUS:**

Chair Kati Martin. Members include Trustees: Mason Brutschy, Christine Fuller, Betsey Schneider, and Christopher Cairo. President Rutherford also attends these meetings as an ex-officio member.

The committee met on March 26<sup>th</sup> and finalized the request for proposal (RFP) and the list of law firms to receive the RFP.

The RFP will be mailed to the law firms on April 11<sup>th</sup> with proposals due back by May 2<sup>nd</sup>. The committee is scheduling to meet at the District on May 2<sup>nd</sup> to review the proposals and select 6 attorneys (law firms) for an interview. The interviews are tentatively scheduled for May 27<sup>th</sup> and 28<sup>th</sup> from 5:00 - 8:00 p.m.

The committee will recommend one law firm to represent the District and will bring that firm to the Board for Board approval at the June Board meeting.

**RECOMMENDATION:**

*None at this time*

**REFERENCE MATERIALS AVAILABLE:**

1. Request for Proposal
2. List of attorneys (law firms)

County Counsel (Attn: John Beiers)

400 County Center, Redwood City, CA 94063

Jarvis Fay & Doporto (Attn: Benjamin Fay)

475 14<sup>th</sup> Street, Suite 260, Oakland, CA 94612

Haight Brown & Bonesteel (Attn: Margaret Grover)

71 Stevenson Street, 20<sup>th</sup> Floor, San Francisco, CA 94105

Hanson Bridgett (Attn: Joan Cassman)

425 Market Street, 26<sup>th</sup> Floor, San Francisco, CA 94105

Liebert Cassidy Whitmore (Attn: Melanie Poturica)

153 Townsend Street, Suite 520, San Francisco, CA 94107

Jackson Lewis (Attn: Kathleen Maylin)

50 California Street, 9<sup>th</sup> Floor, San Francisco, CA 94111

Meyers/Nave, Riback, Silver & Wilson

555 12<sup>th</sup> Street, Suite 1500, Oakland, CA 94607

Best Best & Krieger

2001 N. Main Street, Suite 390, Walnut Creek, CA 94596

Low Ball & Lynch

505 Montgomery Street, 77<sup>th</sup> Floor, San Francisco, CA 94111

Farella Braun & Martel (Attn: Deborah Schmall)

Russ Building, 235 Montgomery Street, San Francisco, CA 94104

Carr McClellan Ingersoll Thompson & Horn

216 Park Road, Burlingame, CA 94010

Renne Sloan Holtzman Sakai

350 Sansome Street, Suite 300, San Francisco, CA 94104

Jeffer Mangels Butler & Mitchell (Attn: Kerry Shapiro or David Cincotta)

Two Embarcadero Center, 5<sup>th</sup> Floor, San Francisco, CA 94111

Wolff Law Office (Attn: Kristin Kerr)

505 Sansome St, Suite 1525, San Francisco, CA 94111

Coddington, Hicks & Danforth

555 Twin Dolphin Drive, Suite 300, Redwood City, CA 94065

Markowitz Law Group

1161 Cherry St, Suite J, San Carlos, CA 94070

Brydon Hugo & Parker

135 Main Street, 20 Floor, San Francisco, CA 94105

Pearson, Simon & Warshaw

44 Montgomery Street, Suite 2450, San Francisco, CA 94104

Wild, Carey & Fife

100 Montgomery Street, Suite 1000, San Francisco, CA 94104

Pachulski, Stang Ziehl & Jones

150 California Street, 15<sup>th</sup> Floor, San Francisco, CA 94111

Berliner and Cohen

10 Almaden Boulevard, 11 Floor, San Jose, CA 95113



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

## **Request for Proposal General Counsel Services**

Date of Issuance: April 11, 2014

Submittal Deadline: May 2, 2014

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

## **I. INTRODUCTION**

### **A. General Information**

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

## **II. NATURE OF SERVICES REQUIRED**

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

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

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

Duties and responsibilities shall include the following:

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

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

### **III. DESCRIPTION OF THE GOVERNMENT**

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

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

#### **B. Background Information:**

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

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

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

## **VI. PROPOSAL REQUIREMENTS**

### **A. General Requirements:**

#### **1. Response Requested:**

Your proposal must provide the following information:

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



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

## **2. Submittal Requirements:**

Your submittal must meet the following requirements:

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

### **3. Evaluation Criteria:**

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

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

### **4. Selection Process:**

Submit your written proposal by 3:00 p.m. on May 2, 2014 to:

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

The District will review the proposals and selected attorneys will be asked to participate in an interview. Interviews will commence May 27<sup>st</sup> and 28<sup>nd</sup>, 2014. The Board of Trustees will approve the final selection at the Board Meeting on June 11, 2014.

## **5. Questions:**

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

## **6. Terms and Conditions:**

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

## Agenda Item # 8.A

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

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**BACKGROUND AND STATUS:**

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

**Expenditures:** For the month of February-2014, there are a few accounts that are above the YTD fiscal year budget target rate of 67% (% for the first 8 months of the year). A few accounts are above the target rate as they are related to seasonal expenditures.

Accounts affected by seasonal activity include the following:

1. Unemployment Insurance: 70.6% (annual adjustment was paid in January-2014 for the year). Account is also affected by Regular Part-Time salaries.
2. Electric / Gas: 77.4% (higher electricity utilization during warm months and gas during winter months)
3. Water / Sewer Disposal: 69.1% (gradually decreasing after seasonal months; however water leak in Aug-2013 has kept this account over budget)

Other accounts that are above the target of 67% are due to one-time budgeted purchases or increased costs as follows:

**General Fund:**

1. Regular Part-Time: 73.2% (in part due to past seasonal activity and continued employment of a two temporary staff )
2. Medical / Laboratory: 115.1% PCR System supplies one-time purchases (additional purchases were approved by the board during the mid-year review process that exceed original budget)
3. Tools & Equipment: 70% 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
4. Memberships: 85.3% Prepaid annual membership expenditures
5. 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

6. Services and Consultations: 62.7% Engineering services provided for 2013/2014 Benefit Assessment and Special Mosquito Tax; Helicopter Treatments and Legal Services.
7. Equipment: Purchases of \$2,703 include new mosquito traps and LED lights for vehicles. Although there is no budget for FY2013-2014, the Board approved these purchases during the midyear review.

**Capital Fund:**

1. Facility/Auto/Equip Maint/Repair: 74.2% Mostly attributed to Garage Earthquake Retrofit
2. Equipment: 82.7% 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 67% for individual accounts.

**Revenues:** February-2014 YTD consolidated revenues totaled \$3,003,977 which account for 72.2% of the annual budget. Year-to-date, the District has received more ERAF funding than what was originally budgeted and Property Tax revenue is projected to be higher than originally budgeted.

**Balance Sheet / Cash Balances:** As of January-2014, the District had \$6,598,105 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.

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**RECOMMENDATION:**

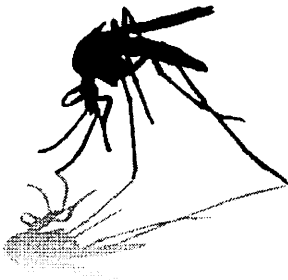
*Approve Financial Documents for Fiscal Year 2013-14. February 2014*

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**REFERENCE MATERIALS ATTACHED:**

A. Financial Documents for Fiscal Year 2013-14

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# San Mateo County Mosquito and Vector Control District

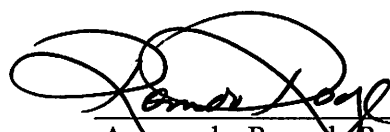
1351 Rollins Rd  
Burlingame CA 94010  
(650) 344-8592 Fax (650) 344-3843  
[www.smcmad.org](http://www.smcmad.org)

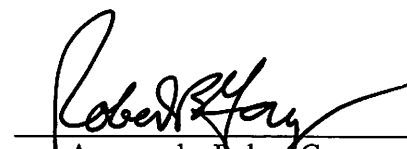
## Financial Reporting for April 2014 Board Meeting Financials for the month ended February 28, 2014

In an effort to provide full transparency of our financial activities, the District provides the following reports to our Board of Trustees on a monthly 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.

Please direct all inquiries related to the February 2014 financial documents to Rosendo Rodriguez before the board meeting to allow for adequate research. Rosendo can be reached at the District offices at (650) 344-8592 Ext 11 or via email at [rrodriguez@smcmad.org](mailto:rrodriguez@smcmad.org).

  
Approved – Rosendo Rodriguez  
April 2, 2014

  
Approved – Robert Gay  
April 2, 2014

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**Profit & Loss - Consolidated Funds (General & Capital Funds)**  
**for the month ended February 28, 2014**

					<b>YTD Feb %</b>	<b>67%</b>
<b>REVENUES</b>		MTD February-14	YTD FY13/14	Budgeted FY13/14	Balance Remaining	% of FY13/14 Budget
1021	Prop. taxes, current, secured	0	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	0	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	0	261,332	215,000	(46,332)	121.5%
1521-11	VCJPA-Interest Income	0	1,816	1,500	(316)	121.1%
1521	Interest Earned	0	24,754	40,500	15,746	61.1%
1831	Homeowner Prop	0	5,484	5,500	16	99.7%
2031	Benefit Assessment	0	852,689	1,438,911	586,222	59.3%
2439	Mosquito Control Tax	0	278,961	464,181	185,220	60.1%
2451	Service Abatement Income	751	233,537	255,000	21,463	91.6%
2647	Misc Refunds/RDA/RPTTF	0	56,874	40,000	(16,874)	142.2%
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658	Other	1,701	264,793	48,000	(216,793)	551.7%
<b>Total Revenue</b>		<b>2,452</b>	<b>3,003,977</b>	<b>4,160,680</b>	<b>1,156,703</b>	<b>72.2%</b>
<b>EXPENDITURES</b>						
<b>Salary &amp; Benefits</b>						
4111	Regular Full Time	110,344	959,184	1,515,000	555,816	63.3%
4161	Regular Part Time	2,588	94,469	129,000	34,531	73.2%
4311	Social Security	272	6,693	10,000	3,307	66.9%
4321	Retirement	36,712	299,317	478,000	178,683	62.6%
4412	Health Insurance	30,240	229,012	369,000	139,988	62.1%
4414	Great-West Deferred Comp	1,000	7,500	13,000	5,500	57.7%
4415	Medicare Insurance	1,665	15,494	24,000	8,506	64.6%
4422	Dental Insurance	2,893	23,544	38,000	14,456	62.0%
4431	Vision Insurance Plan (VSP)	435	3,459	5,300	1,841	65.3%
4440	Employee Commute Benefit	363	2,899	5,500	2,601	52.7%
4442	Long Term Disability	866	6,801	11,300	4,499	60.2%
4451	Unemployment Insurance	458	12,707	18,000	5,293	70.6%
4621	AFLAC Insurance	466	4,029	6,500	2,471	62.0%
Subtotal		188,302	1,665,108	2,622,600	957,492	63.5%
<b>Services &amp; Supplies</b>						
5111	Pesticides	1,611	76,198	250,000	173,802	30.5%
5121	Clothing	2,226	12,994	23,700	10,706	54.8%
5156	Household	256	1,830	4,200	2,370	43.6%
5171	Medical/Laboratory	2,677	21,641	18,800	(2,841)	115.1%
5188	Other Misc (Union Bank Fee)	36	298	1,800	1,502	16.6%
5199	Office	938	8,289	20,100	11,811	41.2%
5233	Tools/Equipment	283	11,909	19,350	7,441	61.5%
5331	Memberships	110	16,074	18,845	2,771	85.3%
5416	Gasoline/Oil	2,798	38,601	67,000	28,399	57.6%
5428	Facility/Auto/Equip Maint/Repair	2,591	197,823	295,000	97,177	67.1%
5472	General Maintenance	15	3,010	9,300	6,290	32.4%
5631	Electric/Gas	1,938	16,171	20,900	4,729	77.4%
5635	Water/Sewer Disposal	938	6,699	9,700	3,001	69.1%
5721	Meetings/Conferences	17,587	51,495	91,800	40,305	56.1%
5856	Services/Consultation	14,982	149,518	238,600	89,082	62.7%
5966	District Special Expenses	7,028	31,837	123,750	91,913	25.7%
6712	Telephone	1,600	13,489	22,500	9,011	60.0%
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		57,616	818,678	1,390,445	571,767	58.9%
<b>Fixed Assets</b>						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	3,171	122,018	144,300	22,282	84.6%
Subtotal		3,171	122,018	144,300	22,282	
<b>Total Expenditures</b>		<b>249,088</b>	<b>2,605,805</b>	<b>4,157,345</b>	<b>1,551,540</b>	<b>62.7%</b>
<b>NET INCOME</b>						
<b>Net Income</b>		<b>(246,636)</b>	<b>398,173</b>	<b>3,335</b>		

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

As of February 28, 2014

	<b>Feb 28, 14</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash	6,243,170
1010A01 · Cash-VCJPA Property Contingency	36,903
1010A02 · Cash-VCJPA Member Contingency	317,978
1020 · Cash - Petty Cash	53
<b>Total Checking/Savings</b>	6,598,105
<b>Accounts Receivable</b>	
1012 · 1012 · Accounts Receivable-001	11,409
<b>Total Accounts Receivable</b>	11,409
<b>Total Current Assets</b>	6,609,514
<b>TOTAL ASSETS</b>	<b>6,609,514</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 · 4300-1 · Accounts Payable	104,032
<b>Total Accounts Payable</b>	104,032
<b>Credit Cards</b>	
US Bank Credit Card	-
<b>Total Credit Cards</b>	-
<b>Total Current Liabilities</b>	104,032
<b>Total Liabilities</b>	104,032
<b>Equity</b>	
32000 · Retained Earnings	6,107,309
Net Income	398,173
<b>Total Equity</b>	6,505,482
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,609,514</b>



**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**Actual vs Budget Financial Analysis - General Fund**  
**for the month ended February 28, 2014**

**F-1 GF**

				<b>YTD Feb %</b>		<b>67%</b>		
<b>REVENUES</b>		MTD	YTD	Budgeted	Balance	% of FY13/14	Footnote:	
		<b>February-14</b>	FY13/14	FY13/14	Remaining	Budget		
1021	Prop. taxes, current, secured	0	915,217	1,521,718	606,501	60.1%	<b>Total YTD Property Tax Revenue of \$1,029,222 is 62% of Budgeted \$1,647,588</b>	
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 CYsecured SB 813	0	23,133	26,000	2,867	89.0%		
1042	Prop taxes CYunsecured SB 813	0	0	650	650	0.0%		
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%		
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%		
1831	Homeowner Prop	0	5,484	5,500	16	99.7%		
1046	1046 · ERAF Rebate	0	261,332	215,000	(46,332)	121.5%		Received full amount
1521-11	VCJPA-Interest Income	0	1,816	1,500	(316)	121.1%		
1521	Interest Earned	0	23,445	37,900	14,455	61.9%		
2031	Benefit Assessment	0	852,689	1,438,911	586,222	59.3%		
2439	Mosquito Control Tax	0	278,961	464,181	185,220	60.1%		
2451	Service Abatement Income	751	233,537	255,000	21,463	91.6%		
2647	Misc Refunds/RDA/RPTTF	0	56,874	40,000	(16,874)	142.2%		
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%		
2658	Other	828	231,691	46,000	(185,691)	503.7%	\$200k Restitution & Lehman	
<b>Revenue Total:</b>		<b>1,579</b>	<b>2,969,567</b>	<b>4,156,080</b>	<b>1,186,513</b>	<b>71.5%</b>		
<b>EXPENDITURES</b>								
<b>Salary &amp; Benefits</b>								
4111	Regular Full Time	110,344	959,184	1,515,000	555,816	63.3%	A	
4161	Regular Part Time	2,588	94,469	129,000	34,531	73.2%		
4311	Social Security	272	6,693	10,000	3,307	66.9%		
4321	Retirement	36,712	299,317	478,000	178,683	62.6%		
4412	Health Insurance	30,240	229,012	369,000	139,988	62.1%		
4414	Great-West Deferred Comp	1,000	7,500	13,000	5,500	57.7%		
4415	Medicare Insurance	1,665	15,494	24,000	8,506	64.6%		
4422	Dental Insurance	2,893	23,544	38,000	14,456	62.0%		
4431	Vision Insurance Plan (VSP)	435	3,459	5,300	1,841	65.3%		
4440	Employee Commute Benefit	363	2,899	5,500	2,601	52.7%		
4442	Long Term Disability	866	6,801	11,300	4,499	60.2%	A	
4451	Unemployment Insurance	458	12,707	18,000	5,293	70.6%		
4621	AFLAC Insurance	466	4,029	6,500	2,471	62.0%		
Subtotal		188,302	1,665,108	2,622,600	957,492	63.5%		
<b>Services &amp; Supplies</b>								
5111	Pesticides	1,611	76,198	250,000	173,802	30.5%	B	
5121	Clothing	2,226	12,994	23,700	10,706	54.8%	C	
5156	Household	256	1,830	4,200	2,370	43.6%		
5171	Medical/Laboratory	2,677	21,641	18,800	(2,841)	115.1%	D	
5199	Office	938	8,289	20,100	11,811	41.2%		
5233	Tools/Equipment	283	11,263	16,100	4,837	70.0%	E	
5331	Memberships	110	16,074	18,845	2,771	85.3%		
5416	Gasoline/Oil	2,798	38,601	67,000	28,399	57.6%	A	
5428	Facility/Auto/Equip Maint/Repair	2,456	16,130	50,000	33,870	32.3%		
5472	General Maintenance	15	3,010	9,300	6,290	32.4%	A	
5631	Electric/Gas	1,938	16,171	20,900	4,729	77.4%		
5635	Water/Sewer Disposal	938	6,699	9,700	3,001	69.1%	A	
5721	Meetings/Conferences	17,587	51,495	91,800	40,305	56.1%		
5856	Services/Consultation	14,982	149,518	238,600	89,082	62.7%	H	
5966	District Special Expenses	7,028	31,837	121,500	89,663	26.2%	G	
6712	Telephone	1,600	13,489	22,500	9,011	60.0%		
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%	G	
6731	Other Insurance	0	119,443	102,100	(17,343)	117.0%		
Subtotal		57,445	636,041	1,138,145	502,104	55.9%		
<b>Fixed Assets</b>								
7311	Equipment	2,703	2,703	0	(2,703)	0.0%	F	
Subtotal		2,703	2,703	0	(2,703)			
<b>Expenditures Total:</b>		<b>248,449</b>	<b>2,303,852</b>	<b>3,760,745</b>	<b>1,456,893</b>	<b>61.3%</b>	<b>% of YTD budget spent</b>	
<b>NET INCOME</b>								
<b>Net Income</b>		<b>(246,870)</b>	<b>665,714</b>	<b>395,335</b>				

<b>Contingencies Reserves</b>							
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 February 28, 2014**

**F-1 GF**

**FOOTNOTES:**

**A:** Regular Part-time salary, Unemployment Insurance, Electric/Gas and Water/Sewer expenditures are currently exceeding budgets as expenditures are coming in higher than originally anticipated. High Part-Time salary expenditures are due to extended use of Seasonal employees. Unemployment is due to annual assessment by State EDD processed in Jan-2014. Utilities (Electric/Gas, Water/Sewer) expenditures are coming in higher than originally anticipated.

**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
Univar USA Inc	Suspend SC Pint-Tick Control (16)	SJ599004	02/01/2014	640
Clarke Mosquito Control	Coco Bear 55 Gal (1drm)	5059300	02/28/2014	971
<b>Total</b>				<b>76,198</b>

**C: 5171 Medical / Laboratory** YTD \$21,641 of the expenditures were mostly attributed to PCR system startup supplies of \$16,478.

**D: 5233 Tools / Equipment** YTD \$11,263 expenditures mostly attributed to \$2,444 one-time lab supplies, \$2,546 Dry Ice for Mosquito Surveillance Program and \$4K for one-time Misc PC equipment and Software purchases.

**E: 5331 Memberships** YTD for \$16,074 include: Annual dues of \$8,000 for MVCAC, \$4,919 for CSDA, \$240 for Entomological Society of America, \$200 for SOVE and \$110 for Costco membership; \$2,605 for pro-rata share of LAFCO's FY 2013-2014 adopted budget.

**F: 7311 Equipment** YTD for \$2,702 includes: EVS CO2 Mosquito Traps and LED Lights for District Trucks (both approved during mid-year review)

**G: 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.

**H: 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)	Mosquito Tax Engineer Fees
5856D1AD · Legal Services	40,282	50,000	9,718	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	5,680	10,000	4,320	\$10,324 Canon copier lease buyout included
5856G2AD · Security & Fire Alarm Maintenan	3,177	5,000	1,823	
5856G3AD · Elevator Maintenance Qtrly	2,450	5,600	3,150	
5856G4AD · Pond/Landscape Service	6,280	12,000	5,720	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	9,534	18,500	8,966	
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	1,176	1,000	(176)	
5856J1AD · Janitorial Service	6,275	10,500	4,225	
5856J2AD · Comcast / Internet / GotoMyPC	2,571	4,000	1,429	
5856J3AD · Axcient (server backup)	1,032	1,700	668	
5856J4AD · Microsoft Intune & Email Servc	2,885	6,500	3,615	
5856L1AD · Human Resource Services	551	15,000	14,449	
5856M1AD · Payroll Service	3,780	7,000	3,220	
5856N1AD · Union Bank Monthly Fee	607	2,100	1,493	
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
<b>Total</b>	<b>149,518</b>	<b>238,600</b>	<b>89,082</b>	

**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)
<b>Total</b>			<b>1,620</b>	

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**Actual vs Budget Financial Analysis - General Fund**  
**for the month ended February 28, 2014**

<b>F-1 GF</b>
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**5856D1AD - Legal Services**

Vendor	Invoice	Invoice Date	Expenditure	Description
Portor Goltz, Attorney at Law	1021	07/31/2013	889	Legal Services Rendered Thru 7/31/13
Portor Goltz, Attorney at Law	1025	08/31/2013	259	Legal Services Rendered Thru 8/31/13
Portor Goltz, Attorney at Law	1029	09/26/2013	709	Legal Services Rendered Thru 9/30/13
Portor Goltz, Attorney at Law	1034	10/22/2013	90	Legal Services Rendered 10/01/13
County of San Mateo-County Counsel	82813009	08/28/2013	4,752	Legal Services Rendered Thru 7/31/13
County of San Mateo-County Counsel	93013008	09/30/2013	6,316	Legal Services Rendered Thru 8/31/13
County of San Mateo-County Counsel	110113008	11/01/2013	3,740	Legal Services Rendered Thru 9/30/13
County of San Mateo-County Counsel	112513009	11/25/2013	4,819	Legal Services Rendered Thru 10/31/13
County of San Mateo-County Counsel	121913010	12/19/2013	1,663	Legal Services Rendered Thru 11/30/13
County of San Mateo-County Counsel	12114009	01/21/2014	634	Legal Services Rendered Thru 12/31/13
County of San Mateo-County Counsel	21914009	02/13/2014	4,217	Legal Services Rendered Thru 01/31/14
JAMS, Inc.	3113448-100	02/28/2014	4,275	Legal Services
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
			<b>40,282</b>	

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**Actual vs Budget Financial Analysis - Capital Fund**  
**for the month ended February 28, 2014**

**F-1 CPF**

				YTD Feb %	67%		
		MTD	YTD	Budgeted	Balance	YTD	Footnote:
		February-14	FY13/14	FY13/14	Remaining		
<b>REVENUES</b>							
1521	Interest Earned	0	1,309	2,600	1,291	50.3%	
49900	Other Income	873	33,102	2,000	(31,102)	1655.1%	Lehman Recovery
<b>Total Revenue</b>		<b>873</b>	<b>34,411</b>	<b>4,600</b>	<b>(29,811)</b>	<b>748.1%</b>	<b>% of YTD budget</b>
<b>EXPENDITURES</b>							
<b>Services &amp; Supplies</b>							
5188	Other Misc (Union Bank Fee)	36	298	1,800	1,502	16.6%	
5233	Tools/Equipment	0	646	3,250	2,604	19.9%	
5428	Facility/Auto/Equip Maint/Repair	135	181,693	245,000	63,307	74.2%	A
5966	District Special Expense	0	0	2,250	2,250	0.0%	B
Subtotal		171	182,637	252,300	69,663	72.4%	
<b>Fixed Assets</b>							
7211	Structures/Improvements	0	0	0	0	0.0%	
7311	Equipment	468	119,316	144,300	24,984	82.7%	C
Subtotal		468	119,316	144,300	24,984	82.7%	
<b>Total Expenditures</b>		<b>639</b>	<b>301,953</b>	<b>396,600</b>	<b>94,647</b>	<b>76.1%</b>	<b>% of YTD budget spent</b>
<b>NET INCOME</b>							
<b>Net Income</b>		<b>234</b>	<b>(267,542)</b>	<b>(392,000)</b>	<b>This is a non-Revenue Generating Fund</b>		

**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	135	46,000	45,865	Permits for AC Unit @ Redwood City Site
5428A10AD · Earthquake Retrofit	181,558	185,000	3,442	Structural engineer, architect & construction for Earthquake Retrofit Proj
<b>Total</b>	<b>181,693</b>	<b>245,000</b>	<b>63,307</b>	

B: YTD District Special Expense include the following:

	Expenditure	Budget	Difference	Comment
5966A3AD · Office Printer	0	2,250	2,250	
<b>Total</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>	

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)	563	8,000	7,437	Leased 2 trucks from Enterprise
7311C1LB · Lab Equipment	108,027	107,500	(527)	Lab PCR Equipment/Tabletop Centrifuge
<b>Total</b>	<b>119,316</b>	<b>144,300</b>	<b>24,984</b>	

**San Mateo County Mosquito & Vector Control**  
**Profit & Loss**  
 July 2013 through February 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>Feb 14</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
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 · 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	751	233,537
2647 · Misc Refunds/RDA/RPTTF	5,316	-	13,741	-	-	-	37,816	-	56,874
2658 · Other	-	27,655	106	-	-	200,198	2,904	828	231,691
<b>Total Income</b>	<b>71,824</b>	<b>86,098</b>	<b>58,659</b>	<b>161,470</b>	<b>89,088</b>	<b>1,945,387</b>	<b>555,462</b>	<b>1,579</b>	<b>2,969,567</b>
<b>Gross Profit</b>	<b>71,824</b>	<b>86,098</b>	<b>58,659</b>	<b>161,470</b>	<b>89,088</b>	<b>1,945,387</b>	<b>555,462</b>	<b>1,579</b>	<b>2,969,567</b>
<b>Expense</b>									
4111 · Reg Full-time Position	60,579	165,741	115,097	120,047	116,267	112,475	158,634	110,344	959,184
4161 · Reg Part-Time Position	11,779	29,573	21,738	18,143	8,136	616	1,896	2,588	94,469
4311 · Social Security	848	1,908	1,453	1,198	628	156	229	272	6,693
4321 · County Retirement Plan	35,234	36,331	36,331	35,335	51,830	33,739	33,806	36,712	299,317
4412 · Health Insurance	29,093	22,667	29,618	28,392	28,277	29,498	31,229	30,240	229,012
4414 · Great-West Deferred Comp	1,000	500	1,000	1,000	1,500	1,000	500	1,000	7,500
4415 · Medicare Insurance	985	2,943	2,010	2,022	1,766	1,653	2,450	1,665	15,494
4422 · Dental Insurance	3,356	2,983	5,565	300	2,757	2,915	2,775	2,893	23,544
4431 · Vision Insurance Plan	428	443	443	420	420	435	435	435	3,459
4440 · Employee Commute Benefit	412	374	402	426	276	276	370	363	2,899
4442 · Long Term Disability	819	819	943	829	829	829	866	866	6,801
4451 · Unemployment Insurance	749	1,805	963	381	176	330	7,846	458	12,707
4621 · AFLAC Insurance	444	665	468	442	442	442	662	466	4,029
5111 · Pesticides	49,124	12,232	2,101	-	-	11,130	-	1,611	76,198
5121 · Clothing	3,319	1,718	1,904	1,004	642	1,266	914	2,226	12,994
5156 · Household	44	261	138	67	772	234	58	256	1,830
5171 · Laboratory Supplies	5,650	5,565	2,207	327	1,419	948	2,849	2,677	21,641
5199 · Office Expenditures	661	1,288	757	2,036	572	811	1,224	938	8,289
5233 · Special Tools / Equipment	2,722	3,717	1,038	2,102	324	304	773	283	11,263
5331 · Membership Dues	8,000	-	-	5,159	2,605	-	200	110	16,074
5416 · Gasoline / Oil / Grease	6,983	8,027	7,132	7,092	2,253	1,714	2,602	2,798	38,601
5428 · Vehicle / Equip Maint & Repair	1,730	2,227	(3,185)	6,135	2,576	1,155	3,036	2,456	16,130
5472 · Facility Maintenance & Repair	376	204	334	301	328	301	1,151	15	3,010
5631 · Electricity / Gas	2,070	2,063	2,139	2,011	1,951	2,057	1,941	1,938	16,171

San Mateo County Mosquito & Vector Control

**F-2 GF**

**Profit & Loss**

July 2013 through February 2014

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	TOTAL
5635 · Water / Sewer Disposal	205	1,559	381	2,079	220	1,096	220	938	6,699
5721 · Meeting/Conferences	5,497	2,004	3,305	5,861	3,580	8,608	5,052	17,587	51,495
5856 · Services / Consultations	31,802	12,728	31,275	11,164	18,028	18,949	10,591	14,982	149,518
5966 · District Special Expense	387	2,900	336	7,229	3,942	7,828	2,186	7,028	31,837
6712 · Telephone	2,012	1,969	1,708	2,148	1,315	1,360	1,376	1,600	13,489
6725 · Liability Insurance	49,236	-	-	-	(7,878)	-	-	-	41,358
6731 · Other Insurance	101,185	-	-	-	18,258	-	-	-	119,443
7311 · Equipment	-	-	-	-	-	-	-	2,703	2,703
<b>Total Expense</b>	<b>416,728</b>	<b>325,215</b>	<b>267,602</b>	<b>263,649</b>	<b>264,211</b>	<b>242,125</b>	<b>275,872</b>	<b>248,449</b>	<b>2,303,852</b>
<b>Net Ordinary Income</b>	<b>(344,904)</b>	<b>(239,117)</b>	<b>(208,943)</b>	<b>(102,179)</b>	<b>(175,123)</b>	<b>1,703,262</b>	<b>279,590</b>	<b>(246,870)</b>	<b>665,714</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
<b>Transfer Out</b>	(350,000) <b>E</b>	(646) <b>F</b>	-	(935) <b>F</b>	-	-	-	(135) <b>F</b>	(351,716)
<b>Total Other Income</b>	<b>(350,000)</b>	<b>(646)</b>	<b>-</b>	<b>(935)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(135)</b>	<b>(351,716)</b>
<b>Net Other Income</b>	<b>(350,000)</b>	<b>(646)</b>	<b>-</b>	<b>(935)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(135)</b>	<b>(351,716)</b>
<b>Net Income</b>	<b>(694,904)</b>	<b>(239,763)</b>	<b>(208,943)</b>	<b>(103,115)</b>	<b>(175,123)</b>	<b>1,703,262</b>	<b>279,590</b>	<b>(247,005)</b>	<b>313,998</b>

**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, \$935 for RWC site Security Camera and \$135 permits for AC Unit @ Redwood City Site. 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 February 2014

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	TOTAL
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
1521 · 1521 · Interest Earned	379	-	-	505	-	-	425	-	1,309
49900 · 49900 · Other Income	-	29,166 <b>A</b>	-	-	-	-	3,062 <b>A</b>	873 <b>A</b>	33,102
<b>Total Income</b>	<b>379</b>	<b>29,166</b>	<b>-</b>	<b>505</b>	<b>-</b>	<b>-</b>	<b>3,487</b>	<b>873</b>	<b>34,411</b>
<b>Gross Profit</b>	379	29,166	-	505	-	-	3,487	873	34,411
<b>Expense</b>									
5188 · Other Misc Expense									
188A2AD · Bank Fees	37	38	41	37	38	37	36	36	298
<b>Total 5188 · Other Misc Expense</b>	<b>37</b>	<b>38</b>	<b>41</b>	<b>37</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>298</b>
5233 · Special Tools (non-fixed asset)									
233B2OP · Backpack Sprayer	-	646	-	-	-	-	-	-	646
<b>Total 5233 · Special Tools (non-fixed asset)</b>	<b>-</b>	<b>646</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>646</b>
5428 · Facility/Auto/Equip Maint/Repai									
28A10AD · Earthquake Retrofit	137,803	6,482	2,091	-	35,183	-	-	-	181,558
428A9AD · Misc Bldg Repairs	-	-	-	-	-	-	-	135	135
<b>Total 5428 · Facility/Auto/Equip Maint/Repai</b>	<b>137,803</b>	<b>6,482</b>	<b>2,091</b>	<b>-</b>	<b>35,183</b>	<b>-</b>	<b>-</b>	<b>135</b>	<b>181,693</b>
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	468	563
311C1LB · Lab Equipment	81,504	24,000	2,523	-	-	-	-	-	108,027
<b>Total 7311 · Equipment-Capital</b>	<b>87,032</b>	<b>24,000</b>	<b>2,523</b>	<b>5,198</b>	<b>-</b>	<b>-</b>	<b>95</b>	<b>468</b>	<b>119,316</b>
<b>Total Expense</b>	<b>224,871</b>	<b>31,166</b>	<b>4,655</b>	<b>5,235</b>	<b>35,221</b>	<b>37</b>	<b>130</b>	<b>639</b>	<b>301,953</b>
<b>Net Ordinary Income</b>	<b>(224,492)</b>	<b>(1,999)</b>	<b>(4,655)</b>	<b>(4,730)</b>	<b>(35,221)</b>	<b>(37)</b>	<b>3,357</b>	<b>234</b>	<b>(267,542)</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
Transfer In	350,000 <b>B</b>	646 <b>C</b>	-	935 <b>D</b>	-	-	-	135 <b>E</b>	351,716
<b>Total Other Income</b>	<b>350,000</b>	<b>646</b>	<b>-</b>	<b>935</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135</b>	<b>351,716</b>
<b>Net Other Income</b>	<b>350,000</b>	<b>646</b>	<b>-</b>	<b>935</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135</b>	<b>351,716</b>

San Mateo County MVCD - Capital Project Fund

F-2 CPF

Profit & Loss

July 2013 through February 2014

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	TOTAL
Net Income	125,508	(1,353)	(4,655)	(3,794)	(35,221)	(37)	3,357	369	84,174

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.
- E. Transfer In for CPF expenses paid from GF for Redwood City site AC Unit Permits. This will offset the Transfer Out on GF's P&L Stmt.



**San Mateo County Mosquito & Vector Control**  
**Balance Sheet**  
 As of February 28, 2014

**F-3 GF**

	<u>Feb 28, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash	5,986,056
1010A01 · Cash-VCJPA Property Contingency	36,903
1010A02 · Cash-VCJPA Member Contingency	317,978
1020 · Cash - Petty Cash	<u>53</u>
<b>Total Checking/Savings</b>	6,340,990
<b>Accounts Receivable</b>	
1012 · 1012 · Accounts Receivable-001	<u>11,409</u>
<b>Total Accounts Receivable</b>	<u>11,409</u>
<b>Total Current Assets</b>	<u>6,352,399</u>
<b>TOTAL ASSETS</b>	<u><u>6,352,399</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 · 4300-1 · Accounts Payable	<u>103,857</u>
<b>Total Accounts Payable</b>	103,857
<b>Credit Cards</b>	
US Bank Credit Card	<u>-</u>
<b>Total Credit Cards</b>	<u>-</u>
<b>Total Current Liabilities</b>	<u>103,857</u>
<b>Total Liabilities</b>	103,857
<b>Equity</b>	
32000 · Retained Earnings	5,934,544
Net Income	<u>313,998</u>
<b>Total Equity</b>	<u>6,248,542</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,352,399</u></u>

**San Mateo County MVCD - Capital Project Fund**  
**Balance Sheet**  
As of February 28, 2014

**F-3 CPF**

	<u>Feb 28, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	257,114
<b>Total Checking/Savings</b>	<u>257,114</u>
<b>Total Current Assets</b>	<u>257,114</u>
<b>TOTAL ASSETS</b>	<u><u>257,114</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	175
<b>Total Accounts Payable</b>	<u>175</u>
<b>Total Current Liabilities</b>	<u>175</u>
<b>Total Liabilities</b>	175
Equity	
32000 · Retained Earnings	172,765
Net Income	84,174
<b>Total Equity</b>	<u>256,940</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>257,114</u></u>

-

**San Mateo County Mosquito & Vector Control**

**F-4 GF**

**A/R Aging Summary**

As of February 28, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>	Footnotes
City of Foster City	-	720	-	-	-	720	A
City of Redwood City, Public Wks Svcs	94	1,763	-	-	-	1,857	
City of San Mateo Wastewater Treatment	33	66	-	-	-	99	
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	50	45	-	-	-	95	
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	51	51	-	-	101	
SF Public Utilities Commision	574	-	138	-	-	712	
<b>TOTAL</b>	<b>751</b>	<b>2,727</b>	<b>188</b>	<b>1,700</b>	<b>6,043</b>	<b>11,409</b>	

**FOOTNOTES:**

A- Past due amounts were all paid as of April 01, 2014. (See below updated aging as of April 01, 2014)

**San Mateo County Mosquito & Vector Control**

**A/R Aging Summary**

As of April 1, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
City of Foster City	-	-	-	-	-	-
City of Redwood City, Public Wks Svcs	-	-	94	-	-	94
City of San Mateo Wastewater Treatment	-	-	-	-	-	-
City of SSF Water Quality Control Plant	-	-	-	-	-	-
Coastal Conservancy	-	-	-	-	-	-
S.B.S.A. -S. Bayside System Authority	-	-	-	-	-	-
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	-	-	-	-	-
SF Public Utilities Commision	-	-	574	-	-	574
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>668</b>	<b>-</b>	<b>-</b>	<b>668</b>

**San Mateo County Mosquito and Vector Control District**  
**Cash Activity & Reconciliation to County Statement**  
**General Fund**  
**February 28, 2014**

**Beginning Cash per District as of January 31, 2014** 6,149,481

<b>Reductions</b>	
Payroll Related (ADP)	(112,220)
Checks Written	(51,947)
Bank Fee	(85)
<b>Total Reductions</b>	<b>(164,252)</b>

<b>Additions</b>	
Quarterly Interest	-
Abatement Services	-
Property Tax Revenue	-
Lehman Recovery Distribution	828
<b>Total Additions</b>	<b>828</b>

**Ending Cash per District as of February 28, 2014** 5,986,056

**Cash per County Statement (below)** **5,986,056**

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 02/01/2014-02/28/2014 Page 1  
TUE, MAR 11, 2014, 10:56 AM --reg: SONGH----leg: GL JL--loc: CONT RWC--job: 8404905 #J1239--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 Abatement		A		07	02706	02706	00000	00000	00000	00000	00000
<b>SUB ACCT</b>													
		Date	Primary Ref.	Transaction Description				Debit	Credit	Balance			
0111	Claim on Cash			Prior to 02/01/14				8,709,226.91	2,563,526.35	6,145,700.56			
		02/20/14	LEHMANSETLE2	AutoID: JBUA2204 Job: 8384 JE				827.70		6,146,528.26			
		02/25/14	JE356506	AutoID: JMBA2254 Job: 8397 JE					84.94	6,146,443.32			
		02/28/14	JE356961	AutoID: JHSC3044 Job: 8399 JE				3,780.00		6,150,223.32			
		02/28/14	JE356957	AutoID: JHSA3044 Job: 8400 JE					163,694.79	5,986,528.53			
		02/28/14	JE357095	AutoID: JHSA3054 Job: 8399 JE					472.40	5,986,056.13			
			DR	* SUB ACCT Total *				8,713,834.61*	2,727,778.48*	5,986,056.13*			
0112	Claim on Cash - Float			Prior to 02/01/14				477,143.40	477,143.40	3,059.97			
		02/28/14	TILCR	AutoID: DUZC2284 Job: 8398 CR				3,059.97		3,059.97*			
			DR	* SUB ACCT Total *				480,203.37*	477,143.40*	3,059.97*			
0270	Interest Receivable			Prior to 02/01/14				8,430.37	8,430.37	*			
			DR	* SUB ACCT Total *				8,430.37*	8,430.37*	*			
0665	Accrued Salaries and Benefit			Prior to 02/01/14					54,723.29	54,723.29			
			CR	* SUB ACCT Total *					54,723.29*	54,723.29*			
0813	Fund Balance Available			Prior to 02/01/14				816,740.92	5,681,337.36	4,864,596.44			
			CR	* SUB ACCT Total *				816,740.92*	5,681,337.36*	4,864,596.44*			

**San Mateo County Mosquito and Vector Control District  
Cash Activity & Reconciliation to County Statement  
Capital Fund  
February 28, 2014**

<b>Beginning Cash per District as of January 31, 2014</b>	256,665
<b>Reductions</b>	
Checks Written	(388)
Bank Fee	(36)
<b>Total Reductions</b>	<u>(424)</u>
<b>Additions</b>	
Quarterly Interest	-
Lehman Recovery Distribution	873
<b>Total Additions</b>	<u>873</u>
 <b>Ending Cash per District as of February 28, 2014</b>	 <u><u>257,114</u></u>

<b>Cash per County Statement (below)</b>	<b>257,114</b>
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      02/01/2014-02/28/2014      Page 1  
TUE, MAR 11, 2014, 10:56 AM --reg: SONGH-----leg: GL JL--loc: CONT RWC--job: 8404905 #J1239--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
<b>SUB ACCT</b>	<b>Date</b>	<b>Primary Ref.</b>	<b>Transaction Description</b>			<b>Debit</b>	<b>Credit</b>	<b>Balance</b>			
0111 Claim on Cash			Prior to 02/01/14			562,467.39	305,802.05	256,665.34			
	02/20/14	LEHMANSETLE2	AutoID: JBUA2204 Job: 8384 JE			872.93		257,538.27			
	02/25/14	JE356506	AutoID: JMBA2254 Job: 8397 JE				36.17	257,502.10			
	02/28/14	JE356960	AutoID: JHSB3044 Job: 8399 JE				387.77	257,114.33			
	DR		* SUB ACCT Total *			563,340.32*	306,225.99*	257,114.33*			
0270 Interest Receivable			Prior to 02/01/14			379.01	379.01				
	DR		* SUB ACCT Total *			379.01*	379.01*	*			
0813 Fund Balance Available			Prior to 02/01/14			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 02/01/14				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**  
**February 28, 2014**

Full-Time Employees	February 14, 2014	February 28, 2014
	Gross Pay	Gross Pay
ALLEN, DAVID	2,399	2,399
BRICKLEY, THERESA	2,281	2,281
BUSAM, STEPHANIE	3,154	3,154
CARDENAS, HECTOR	2,399	2,399
CHOW, RICHARD M	3,186	3,186
GAY, ROBERT B	5,275	5,275
KEYSER, KIM A	3,154	3,154
LEONG, MARY	3,029	3,029
MCDONALD, WARREN P	2,399	2,399
O'BRIEN, JAMES P	3,202	3,202
RODRIGUEZ, ROSENDO	3,975	3,975
RUSMISEL, BENJAMIN D	3,219	3,219
SEBAY, CHERYL P	3,401	3,401
SHELTON, THERESA	1,370	1,370
STEVENSON, CASEY	3,334	3,334
WALKER, DEVINA	2,302	2,302
WEBER, BRIAN E	3,735	3,735
ZAHIRI, NAYER	3,400	3,400
	<b>55,214</b>	<b>55,214</b>

Footnotes:

Coordination w/State EDD

Part-Time/Seasonal Employees	February 14, 2014	February 28, 2014
BETZ, ERIK	660	720
WEBER, PAUL	528	680
	<b>1,188</b>	<b>1,400</b>

A

Trustee - Reimbursement in lieu of expenses	February 14, 2014	February 28, 2014
BRUTSCHY, MASON	-	100
CAIRO, CHRISTOPHER	-	-
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
RIACHEL, ROBERT	-	100
RUTHERFORD, DONNA	-	100
SCHNEIDER, BETSEY	-	100
SEIFER, JASON D	-	100
SMITH, D. SCOTT	-	100
TAGG, RICHARD	-	100
WYKOFF, RICHARD	-	100
	-	<b>1,800</b>

B

<b>Total Gross Pay</b>	<b>56,402</b>	<b>58,414</b>
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**Payroll Disbursement (including Net Pay & Taxes )**

Total Net Pay	39,063	45,730
Federal W/H Tax	8,092	8,058
Social Security Tax	147	397
Medicare	1,636	1,694
CA W/H Tax	2,496	2,486
CA SUI/DI	739	868
<b>Total</b>	<b>52,173</b>	<b>59,233</b>

C

<b>ADP Fee drawn for the period</b>	<b>341</b>	<b>472</b>
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<b>Total amount for the period</b>	<b>52,515</b>	<b>59,705</b>
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<b>Total amount for the month:</b>		<b>112,220</b>
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**Footnotes:**

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

**San Mateo County Mosquito & Vector Control**  
**Check Detail**  
**February 2014**

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14227	02/12/2014	76 Fleet - WEX Bank	A/C #0201-00-105401-4	1010a · Union Bank Clearing Account	(121.03)
35654009	01/31/2014		Fuel Purchases Jan '14	416A10P · Gasoline / Oil / Materials	121.03
TOTAL					121.03
14228	02/12/2014	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(907.17)
339457	01/26/2014		Employer Contributions for Jan 2014	4621 · AFLAC Insurance	662.31
			Employee Contributions for Jan 2014	4111AD · Life and Annuity Plan	244.86
TOTAL					907.17
14229	02/12/2014	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(119.44)
124673034	01/30/2014		Dry Ice Pellets	233E2LB · Dry Ice	119.44
TOTAL					119.44
14230	02/12/2014	Alhambra & Sierra Springs	28355875054202	1010a · Union Bank Clearing Account	(79.40)
5054202-012914	01/29/2014		Drinking Water	199A3AD · Water Service	79.40
TOTAL					79.40
14231	02/12/2014	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,780.44)
7918-7257Mar14	02/01/2014		Dental Plan Mar '14	422A1AD · Employee Dental Insurance	2,780.44
TOTAL					2,780.44
14232	02/12/2014	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(785.63)
110198014	01/31/2014		Inv #1101114845 01/01/14 Uniform Services	121A40P · Uniform Service	142.50
			Inv #1101118947 01/08/14 Uniform Services	121A40P · Uniform Service	141.60
			Inv #1101123087 01/15/14 Uniform Services	121A40P · Uniform Service	145.76
			Inv #1101127183 01/22/14 Uniform Services	121A40P · Uniform Service	177.67
			Inv #1101131335 01/29/14 Uniform Services	121A40P · Uniform Service	178.10
TOTAL					785.63
14233	02/12/2014	AXCIENT	Inv-35684	1010a · Union Bank Clearing Account	(129.00)
INV-35684	02/01/2014		Automated Backup & Storage Services Feb '14	856J3AD · Axcient - Online Backup	129.00
TOTAL					129.00
14234	02/12/2014	Bay Pointe Landscape	Landscape Maintenance Jan '14	1010a · Union Bank Clearing Account	(775.00)
01312014	02/05/2014		Landscape Maintenance Jan '14	856G4AD · Pond / Landscape Service	775.00
TOTAL					775.00
14235	02/12/2014	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(67.88)

**San Mateo County Mosquito & Vector Control**  
**Check Detail**  
**February 2014**

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
9059698613Jan14	01/28/2014		Water 12/27/13-01/27/14	635A3AD · CAL Water	67.88
TOTAL					67.88
<b>14236</b>	<b>02/12/2014</b>	<b>Canon Financial Services, Inc.</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(1,041.73)</b>
13478344	01/30/2014		#8 of 10-Copiers & Fax Machine Buyout (02/01-02/28/2014)	856G1AD · Copiers & Postage Equip Rental	625.06
13478345	01/30/2014		#6 of 10-Color Copier Buyout (02/01-02/28/2014)	856G1AD · Copiers & Postage Equip Rental	416.67
TOTAL					1,041.73
<b>14237</b>	<b>02/12/2014</b>	<b>City of Redwood City</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(152.36)</b>
C33902Jan14	01/26/2014		890 Barron Fire Water Service 12/26/13-01/26/14	635A2AD · Water / Sewer 890 Barron Ave	64.00
B45939Jan14	01/26/2014		890 Barron Water Service 12/26/13-01/26/14	635A2AD · Water / Sewer 890 Barron Ave	88.36
TOTAL					152.36
<b>14238</b>	<b>02/12/2014</b>	<b>Comcast</b>	<b>8155-20-028-0283815</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(220.70)</b>
8155200280283815Fb14	02/03/2014		High-Speed Internet 02/08/14-03/07/14	856J2AD · Comcast Internet / GotoMyPC	220.70
TOTAL					220.70
<b>14239</b>	<b>02/12/2014</b>	<b>Compu-Data</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(224.98)</b>
60507	02/03/2014		Setup notebook for Brian	856G6AD · Network Maintenance	120.00
60512	02/10/2014		Paper for Poster Printing Machine	199A2AD · Office Supplies	104.98
TOTAL					224.98
<b>14240</b>	<b>02/12/2014</b>	<b>De Lage Landen Public Finance</b>	<b>A/C #623364</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(603.86)</b>
40012258	01/24/2014		2 Blk and 1 Color Copiers Rental Period 02/10/14-03/09/14	856G1AD · Copiers & Postage Equip Rental	603.86
TOTAL					603.86
<b>14241</b>	<b>02/12/2014</b>	<b>FedEx</b>	<b>A/C #1484-0841-6</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,136.96)</b>
1-277-1999	02/10/2014		Shipment of the AGO traps for Aedes aegypti	966L1AD · Public Health Emergency	1,136.96
TOTAL					1,136.96
<b>14242</b>	<b>02/12/2014</b>	<b>Flyers Energy, LLC</b>	<b>A/C #700895</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,225.97)</b>
CFS-0777560	01/31/2014		Gasoline 01/16/14-01/31/14	416A1OP · Gasoline / Oil / Materials	1,225.97
TOTAL					1,225.97
<b>14243</b>	<b>02/12/2014</b>	<b>Grainger</b>	<b>809934680</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(370.65)</b>
7024110541	02/05/2014		Protective gloves	121A1OP · Coveralls / Gloves	56.73
			Shop maintenance supply	233A1OP · Shop / Maintenance tools	8.39
			Disposal pants for tick flagging	966E1LB · Disease Surveillance	224.41



**San Mateo County Mosquito & Vector Control**  
**Check Detail**  
**February 2014**

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Replacement bulbs for stock	428C3AD · Misc Facility Equip Repair	69.65
			Safety goggles & glasses	966D3OP · Safety Glasses	11.47
TOTAL					370.65
<b>14244</b>	<b>02/12/2014</b>	<b>Great-West Life &amp; Annuity Co</b>	<b>Group No. 98368</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(2,890.29)</b>
02082014	02/09/2014		Employee Contribution PPE 02/08/14	4111AD · Life and Annuity Plan	2,390.29
			District Contribution PPE 02/08/14	4414 · Great-West Deferred Comp	500.00
TOTAL					2,890.29
<b>14245</b>	<b>02/12/2014</b>	<b>ING Life Insurance &amp; Annuity</b>	<b>VB2369</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(200.00)</b>
02082014	02/08/2014		Voluntary Deduction PPE 02/08/14	4111AD · Life and Annuity Plan	200.00
TOTAL					200.00
<b>14246</b>	<b>02/12/2014</b>	<b>James Barry</b>	<b>Inv #942297</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(130.00)</b>
942297	02/03/2014		Monthly maintenance of koi pond	856G4AD · Pond / Landscape Service	130.00
TOTAL					130.00
<b>14247</b>	<b>02/12/2014</b>	<b>Kaiser Foundation Health Plan</b>	<b>Group No: 07365-0000</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(3,844.00)</b>
7365-0000Mar14	02/01/2014		Health Insurance Mar '14	412A1AD · Employee Health Plan	3,844.00
TOTAL					3,844.00
<b>14248</b>	<b>02/12/2014</b>	<b>Life Technologies Corporation</b>	<b>Invoice #68230115</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(113.36)</b>
68230115	02/01/2014		Sequence Detection Primer for PCR	171C6LB · Lab PCR Maint & Supplies	113.36
TOTAL					113.36
<b>14249</b>	<b>02/12/2014</b>	<b>Meredith, Weinstein &amp; Numbers, LLP</b>	<b>Inv #19883</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(674.18)</b>
19883	01/28/2014		Professional services thru 12/31/13	856D1AD · Legal Services	674.18
TOTAL					674.18
<b>14250</b>	<b>02/12/2014</b>	<b>MVCAC</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(587.50)</b>
7002452	02/03/2014		Sentinel Chicken Order (30)	966C1LB · Sentinel Chicken Flocks /Supply	187.50
7008894	02/04/2014		2014 Mosquito Pool Order (20)	966E1LB · Disease Surveillance	400.00
TOTAL					587.50
<b>14251</b>	<b>02/12/2014</b>	<b>O'REILLY AUTO PARTS</b>	<b>Customer #1275593</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(366.74)</b>
1275593Jan14	01/28/2014		Wiper blades and belts for all Rangers	428A5OP · Misc Vehicle Maintenance	366.74
TOTAL					366.74
<b>14252</b>	<b>02/12/2014</b>	<b>Office Depot</b>	<b>A/C #36568593</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(900.24)</b>

**San Mateo County Mosquito & Vector Control**  
**Check Detail**  
**February 2014**

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
4161379	01/31/2014		Office Supplies	199A2AD · Office Supplies	900.24
TOTAL					900.24
<b>14253</b>	<b>02/12/2014</b>	<b>Ole's Carburetor &amp; Electric Inc.</b>	<b>A/C #3055</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(340.34)</b>
10366440	01/29/2014		Batteries for Argos (3)	428A2OP · Plugs / Filters / Batteries	340.34
TOTAL					340.34
<b>14254</b>	<b>02/12/2014</b>	<b>Orchard Supply Hardware</b>	<b>5780-9700-1033-7102</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(52.83)</b>
5780970010337102Jn14	01/24/2014		Replenish Reservoir for Environmental Chamber Supply for CO2 Traps	171C3LB · Lab Misc Supplies 966E1LB · Disease Surveillance	16.93 35.90
TOTAL					52.83
<b>14255</b>	<b>02/12/2014</b>	<b>Pacific Gas &amp; Electric-558</b>	<b>5584709654-6</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,876.28)</b>
5584709654-6Jan14	01/30/2014		Elec & Gas 12/28/13-01/28/14	631A1AD · Electric 1351 Rollins Rd	1,876.28
TOTAL					1,876.28
<b>14256</b>	<b>02/12/2014</b>	<b>R &amp; S Erection</b>	<b>Inv #34341</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(850.00)</b>
34341	01/28/2014		Preventive & Maint service for 16 steel roll-up doors for the shop garage	472C1AD · Misc Facility Maint / Repairs	850.00
TOTAL					850.00
<b>14257</b>	<b>02/12/2014</b>	<b>Recology San Mateo County</b>	<b>A/C#731001072</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(301.05)</b>
12706958	01/31/2014		Garbage Service Jan '14	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					301.05
<b>14258</b>	<b>02/12/2014</b>	<b>Sharp Electronics Corporation</b>	<b>5410034009</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(138.65)</b>
C811186-541	01/27/2014		Copier Maintenance Contract Base Billing 01/29/14-02/27/14	856G1AD · Copiers & Postage Equip Rental	138.65
TOTAL					138.65
<b>14259</b>	<b>02/12/2014</b>	<b>SM Co. Emp Retirement Assoc</b>	<b>SM M.A.D.</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(20,850.71)</b>
02082014	02/08/2014		Employee Contribution PPE 02/08/14 Employer Contribution PPE 02/08/14	4111AD · Life and Annuity Plan 4321 · County Retirement Plan	3,919.11 16,931.60
TOTAL					20,850.71
<b>14260</b>	<b>02/12/2014</b>	<b>Stericycle, Inc.</b>	<b>Cust #6122581</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(95.00)</b>
3002530590	01/31/2014		Bio-hazard pickup	171C4LB · Lab Bio Waste Disposal	95.00
TOTAL					95.00
<b>14261</b>	<b>02/12/2014</b>	<b>Townsend &amp; Styer Maintenance Co., LLC</b>	<b>Inv #2-14-214</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(725.00)</b>

**San Mateo County Mosquito & Vector Control**  
**Check Detail**  
**February 2014**

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2-14-214	02/01/2014		Janitorial Service Feb 2014	856J1AD · Janitorial Service	725.00
TOTAL					725.00
14262	02/12/2014	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(794.70)
	01/17/2014		District credit card payment	US Bank Credit Card	794.70
TOTAL					794.70
14263	02/12/2014	U.S. Healthworks Medical Group	A/C #119103	1010a · Union Bank Clearing Account	(55.00)
2435902-CA	01/31/2014		Drug test for Seasonal Lab Assistant-Betz, Erik	856O1AD · Background / Drug Screening	55.00
TOTAL					55.00
14264	02/12/2014	Univar USA Inc	246641 001	1010a · Union Bank Clearing Account	(640.05)
SJ599004	02/01/2014		Suspend SC Pint for Tick Control (16)	111A1OP · Altosid, BVA, Larvicides	640.05
TOTAL					640.05
14265	02/12/2014	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(746.95)
9719099543	01/26/2014		Monthly Access Charges 01/27/14-02/26/14	712A1AD · Verizon / AT&T	746.95
TOTAL					746.95
14266	02/12/2014	VWR INTERNATIONAL INC	Cust #80043606	1010a · Union Bank Clearing Account	(144.94)
8056478405	01/22/2014		Vortex Adapter Tubes	966E1LB · Disease Surveillance	144.94
TOTAL					144.94
14267	02/12/2014	Charles P. Hansen	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(453.91)
CH02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	445.18 8.73
TOTAL					453.91
14268	02/12/2014	Dennis J Jewell	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(453.91)
DJ02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	445.18 8.73
TOTAL					453.91
14269	02/12/2014	James Bass	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(453.91)
JB02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	445.18 8.73
TOTAL					453.91

**San Mateo County Mosquito & Vector Control**  
**Check Detail**  
**February 2014**

<b>F-8</b>
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Num	Date	Name	Memo	Account	Original Amount
14270	02/12/2014	James Counts	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(718.97)
JC02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	705.14 13.83
TOTAL					718.97
14271	02/12/2014	Ray Ritts	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(453.91)
RR02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	445.18 8.73
TOTAL					453.91
14272	02/12/2014	Robert F. Schoeppner	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(453.91)
RS02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	445.18 8.73
TOTAL					453.91
14273	02/12/2014	Stanley Kamiya	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(558.35)
SK02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '14 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	547.61 10.74
TOTAL					558.35
14274	02/12/2014	Steven L Jensen	Retiree Health Care Premium Subsidy-Feb '14 & Jan '14 Catch up	1010a · Union Bank Clearing Account	(340.42)
SJ02012014	02/01/2014		Retiree Health Care Premium Subsidy-Feb '17 Jan '14 Catch up	412A2AD · Retiree Health Reimbursement 412A2AD · Retiree Health Reimbursement	333.87 6.55
TOTAL					340.42
<b>CHECK TOTAL</b>					<b>51,947.30</b>

**NOTE:**  
 Prior month's check numbers were 14130 to 14226. This month's checks are numbers 14227 to 14274.

**San Mateo County MVCD - Capital Project Fund**

**F-9**

**Check Detail**

February 2014

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
02/12/2014	1626	Enterprise FM Trust		1010a · Union Bank Cleared Account	(387.77)
01/31/2014	WA5F25-0114-MR		Partial month lease charges 1/22-1/31/14	311B4OP · Vehicles (Leased)	94.58
02/28/2014	WA5F25-0214-MR		Monthly lease charges 2/1-2/28/14	311B4OP · Vehicles (Leased)	293.19
TOTAL					<u>387.77</u>
				<b>CHECK TOTAL</b>	<b><u>387.77</u></b>

**NOTE:**

Prevoius month of November '13 check numbers were 1624 to 1625. There were no checks written in Decembr '13 and January '14. This month's check is number 1626.

12:16 PM

03/12/2014

Accrual Basis

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

<b>F-10 Feb</b>
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Type	Date	Num	Name	Memo	Split	Amount
<b>US Bank Credit Card</b>						
<b>Devina S Walker</b>						
Credit Card Charge	01/22/2014	246921	Amazon.com	12V Rechargeable Battery-Aedes aegypti Surveillance Program	966L1AD · Public Health Emergency	237.20
Credit Card Charge	01/24/2014	246921	Starbucks USA	Coffee for Ad-Hoc Bldg Committee	721A3AD · Monthly Meeting /Committee Exp	13.95
Credit Card Charge	01/24/2014	247554	Copenhagen Bakery and Cafe	Coffee cake for Ad-Hoc Bldg Committee	721A3AD · Monthly Meeting /Committee Exp	11.95
Credit Card Charge	01/24/2014	248019	Misc- AP	Bay Area Bagels-For Ad Hoc Bldg Committee Meeting	721A3AD · Monthly Meeting /Committee Exp	36.00
Credit Card Charge	02/03/2014	243921	Misc- AP	National Products Inc-Laptop mounts for 2 new Nissan Trucks	428A5OP · Misc Vehicle Maintenance	446.60
Credit Card Charge	02/07/2014	246921	Misc- AP	LED Outfitters-Overhead Amber Lights for 2 new Nissan Trucks	7311 · 7311 Equipment	534.80
Credit Card Charge	02/10/2014	248016	Zorbas Pizza	Food for Finance Committee Meeting	721A3AD · Monthly Meeting /Committee Exp	37.63
Credit Card Charge	02/12/2014	244310	L&L Hawaiian Barbecue	Food for Monthly Board Meeting	721A3AD · Monthly Meeting /Committee Exp	102.43
Credit Card Charge	02/12/2014	244921	Misc- AP	Argo Adventure Parts-Plugs for Argos	428A6OP · Argo Repairs	25.03
Credit Card Charge	02/12/2014	241640	Safeway Store	Food for Monthly Board Meeting	721A3AD · Monthly Meeting /Committee Exp	33.66
Credit Card Charge	02/20/2014	247554	County of San Mateo-002	Transfer out to CPF-Permits for AC Unit @ Redwood City	Transfer Out	134.63
Credit Card Charge	02/21/2014	246921	Amazon.com	Basters w/cleaning brush for Aedes aegypti inspections	966L1AD · Public Health Emergency	35.90
Credit Card Charge	02/21/2014	246921	Amazon.com	Basters w/cleaning brush for Aedes aegypti inspections	966L1AD · Public Health Emergency	50.26
Credit Card Charge	02/21/2014	246921	Misc	PCI Patterson Medical-Masune First Aid Supplies	171B1OP · First aid kits/ creams /lotions	189.62
Credit Card Charge	02/22/2014	247170	Hilton	Hotel for Casey @ MVCAC Conf in San Diego	721B1AD · MVCAC Annual Meeting	474.91
Credit Card Charge	02/23/2014	246921	Amazon.com	Basters w/cleaning brush for Aedes aegypti inspections	966L1AD · Public Health Emergency	57.44
Total Devina S Walker						2,422.01
<b>Robert Gay</b>						
Credit Card Charge	01/28/2014	249064	Hsw*hostway.com	Hosting Business-Standard 12/28/13-01/27/14	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	02/02/2014	242476	Misc- AP	Shuttle Express-Exp @ AMCA Conf in Seattle	721B2AD · AMCA	18.00
Credit Card Charge	02/02/2014	243912	Misc- AP	Silver Dragon-Exp @ AMCA Conf in Seattle	721B2AD · AMCA	13.06
Credit Card Charge	02/02/2014	244310	Misc- AP	Alaska Air-Air Fare to AMCA Conf in Seattle	721B2AD · AMCA	25.00
Credit Card Charge	02/03/2014	242244	Misc- AP	Grill Concepts-Exp @ AMCA Conf in Seattle	721B2AD · AMCA	45.00
Credit Card Charge	02/04/2014	246104	Misc- AP	Cheesecake-Exp @ AMCA Conf in Seattle	721B2AD · AMCA	36.00
Credit Card Charge	02/05/2014	243990	Misc- AP	Capital Grill-Exp @ AMCA Conf in Seattle (3)	721B2AD · AMCA	317.18
Credit Card Charge	02/06/2014	241640	Misc- AP	Dish D Lish-Exp @ AMCA Conf in Seattle	721B2AD · AMCA	19.22
Credit Card Charge	02/06/2014	247554	Misc- AP	Sheraton-Hotel @ AMCA Conf in Seattle	721B2AD · AMCA	931.34
Credit Card Charge	02/06/2014	244310	Misc- AP	Alaska Air-Baggage Fee for AMCA Conf in Seattle	721B2AD · AMCA	25.00
Credit Card Charge	02/07/2014	246921	Starbucks USA	Exp @ AMCA Conf in Seattle	721B2AD · AMCA	11.25
Credit Card Charge	02/08/2014	244309	Microsoft	Windows Intune 02/01/2014-02/28/2014	856J4AD · Microsoft Intune & Email Servic	264.00
Credit Card Charge	02/16/2014	244309	Microsoft	Exchange Online Standard Service 02/2014	856J4AD · Microsoft Intune & Email Servic	96.00
Credit Card Charge	02/17/2014	244356	JACK IN THE BOX	Exp @ MVCAC Annl Conf in San Diego	721B1AD · MVCAC Annual Meeting	2.78
Credit Card Charge	02/17/2014	246921	Starbucks USA	Exp @ MVCAC Annl Conf in San Diego	721B1AD · MVCAC Annual Meeting	4.20
Credit Card Charge	02/21/2014	247170	Hilton	Exp @ MVCAC Annl Conf in San Diego	721B1AD · MVCAC Annual Meeting	27.44
Credit Card Charge	02/22/2014	247170	Hilton	Hotel/Prkg/Meals @ MVCAC Annl Conf in San Diego	721B1AD · MVCAC Annual Meeting	775.74
Total Robert Gay						2,633.16

Type	Date	Num	Name	Memo	Split	Amount
Total US Bank Credit Card						5,055.17



P.O. BOX 6343  
FARGO ND 58125-6343

F-10  
Feb



ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 02-24-2014  
AMOUNT DUE \$5,055.17  
NEW BALANCE \$5,055.17  
PAYMENT DUE ON RECEIPT

000002500 1 MB 0.435 106481478332061 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] 000505517 000505517

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
[REDACTED]	\$794.70	\$5,055.17	\$0.00	\$0.00	\$0.00	\$0.00	\$794.70	\$5,055.17
Company Total								

CORPORATE ACCOUNT ACTIVITY					
SMCMAD	TOTAL CORPORATE ACTIVITY				
[REDACTED]	\$794.70 CR				
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-18	02-18	74798264049000000001459	PAYMENT - THANK YOU 00000 C	794.70	PY

NEW ACTIVITY					
DEVINA S WALKER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
[REDACTED]	\$0.00	\$2,422.01	\$0.00	\$2,422.01	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-23	01-22	24692164022000729790031	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	237.20	
01-27	01-24	24692164024000537055724	STARBUCKS #00523 BURLINGA BURLINGAME CA	13.95	
01-27	01-24	24755424025640252432201	COPENHAGEN BAKERY AND CAF BURLINGAME CA	11.95	
01-28	01-24	24801994027980000413614	BAY AREA BAGELS BURLINGAME CA	36.00	
02-05	02-03	24323004035034703097998	NATIONAL PRODUCTS INC 206-763-8361 WA	446.60	
02-07	02-07	24692164038000697789157	LED LIGHTING 516-672-2277 NY	534.80	

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	<b>ACCOUNT NUMBER</b> [REDACTED]		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 02/24/14	<b>DISPUTED AMOUNT</b> .00	PREVIOUS BALANCE 794.70 PURCHASES & OTHER CHARGES 5,055.17 CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00 CREDITS .00 PAYMENTS 794.70 <b>ACCOUNT BALANCE 5,055.17</b>	
<b>SEND BILLING INQUIRIES TO:</b> U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	<b>AMOUNT DUE</b>  <b>5,055.17</b>			





Company Name: SMCMA
Corporate Account Number: [REDACTED]
Statement Date: 02-24-2014

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-12	02-10	2480163404220000000250	ZORBAS AVANTI PIZZA & SAN MATEO CA	37.63	
02-13	02-12	24431064044286013700669	L & L HAWAIIAN BBQ #158 MILLBRAE CA	102.43	
02-13	02-12	24492154044849230463281	ARGO ADV PARTS 605-775-2917 SD	25.03	
02-14	02-12	24164074044221012221229	SAFEWAY STORE 00028787 MILBRAE CA	33.66	
02-21	02-20	24755424052730526614829	SN MATEO CTY BLD PLN 650-3631857 CA	134.63	
02-24	02-21	24692164052000438469409	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	35.90	
02-24	02-21	24692164052000641299510	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	50.26	
02-24	02-21	24692164052000681305177	PCI*PATTERSON MEDICAL 716-695-3244 NY	189.62	
02-24	02-23	24692164054000446089486	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	57.44	
02-24	02-22	24717054053640533645529	HILTON SAN DIEGO RESORT SAN DIEGO CA 0001210944 ARRIVAL: 02-18-14	474.91	
<b>ROBERT GAY</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$0.00	\$2,633.16	\$0.00	\$2,633.16
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-29	01-28	24906414028005648049729	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
02-04	02-03	24224434035105001720652	GRILL CONCEPTS - S SEATTLE WA	45.00	
02-04	02-02	24247604034100486488687	SHUTTLE EXPRESS INCORPORA RENTON WA	18.00	
02-04	02-02	24391224034206188100776	SILVER DRAGON CAFE OAKLAND CA	13.06	
02-04	02-02	24431064034824500329600	ALASKA AIR 0272141142508 OAKLAND CA GAY/ROBERT 02-02-14 OAK AS T SEA	25.00	
02-06	02-04	24610434036072005108584	CHEESECAKE SEATTLE SEATTLE WA	36.00	
02-07	02-05	24399004037584000552894	CAPITAL GRILLE00080309 SEATTLE WA	317.18	
02-10	02-06	24164074038531214748367	DISH D LISH SE32274649 SEATTLE WA	19.22	
02-10	02-08	24430994040400816069239	MSFT *ONLINE BILL.MS.NET WA	264.00	
02-10	02-07	24692164038000976034739	STARBUCKS #14504 LOS BANO LOS BANOS CA	11.25	
02-10	02-06	24755424038170384986309	SHERATON SEATTLE HOTEL SEATTLE WA 03340463 ARRIVAL: 02-02-14	931.34	
02-11	02-06	24431064041824514667749	ALASKA AIR 0272141399132 SEATTLE WA GAY/ROBERT 02-06-14 SEA AS G OAK	25.00	
02-17	02-16	24430994048400819003849	MSFT *ONLINE BILL.MS.NET WA	96.00	
02-18	02-17	24435654049091312000699	JACK IN THE BOX 188 LOST HILLS CA	2.78	
02-18	02-17	24692164048000981222723	SQ *STARBUCKS #03462 PATT PATTERSON CA	4.20	
02-24	02-21	24717054053640533642690	HILTON SAN DIEGO RESORT R SAN DIEGO CA	27.44	
02-24	02-22	24717054053640533644043	HILTON SAN DIEGO RESORT SAN DIEGO CA 0001210686 ARRIVAL: 02-17-14	775.74	

Department: 00000 Total: \$5,055.17  
 Division: 00000 Total: \$5,055.17

Agenda Item # 9.

**MANAGER'S REPORT**

**SUBJECT: State, Agency and District Activities**

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**Legislative Update**

- **MVCAC Legislative Day in Sacramento.**
  - Assistant Manager Weber and I attend the MVCAC Leg Day on March 26<sup>th</sup>.
  - We discussed the District successes over the last year, the Asm. Eggman Bill mosquito abatement on state owned wildlife management areas, and the use of unmanned aerial vehicles (UAV). This use of UAV's garnered a great deal of interest with our legislators.
  - Our visits included:
    - Tony Marino in Senator Jerry Hill's office.
    - Hugh Bower in Asm. Kevin Mullin's office.
    - Asm. Richard Gordon
    - Christine Hironaka in Senator Mark Leno's office.
  - We were unable to meet with Melissa Apuya in Senator Leland Yee's office and there was no appointment with Asm. Philip Ting's office but we left our packet for his review.
  
- **Mosquito Control and West Nile Virus Awareness Week.**
  - Assemblywoman Susan Eggman is authoring the bill.
  - Once we have info on the bill we will forward to all the trustees and their cities.
  - The awareness week is April 20-26<sup>th</sup>.
  
- **Federal Legislative Update.**
  - The House Agriculture Committee today approved legislation that would eliminate a U.S. EPA permit requirement for spraying pesticides over water.
  
  - The committee unanimously approved the bipartisan bill by Rep. Bob Gibbs (R-Ohio) by voice vote, sending the bill to the full House floor for consideration. The

- legislation has also been approved by the House Transportation and Infrastructure Committee.
- "Frankly, this is a bill that already should be law," House Agriculture Chairman Frank Lucas (R-Okla.) said this morning at the markup.
  - **H.R. 935** would reverse a 2009 federal appeals court ruling in *National Cotton Council v. EPA* that required the agency to develop new Clean Water Act permits for pesticide users who spray over water. Pesticide users and their supporters in Congress say the requirement duplicates permits they already are required to obtain under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA).
  - The bill is co-sponsored by Reps. Mike McIntyre (D-N.C.), Kurt Schrader (D-Ore.) and Austin Scott (R-Ga.), all members of the Agriculture Committee.
  - A version of the legislation passed the full House last Congress in a 292-130 vote, as well as the Senate Agriculture, Nutrition and Forestry Committee. Sen. Pat Roberts (R-Kan.) has again introduced similar legislation, **S. 175**, this Congress in the Senate.
  - "I hope this is the last time we have to go through this process," said Gibbs, who also sponsored the legislation last Congress that passed the House.
  - According to Lucas, the language in the bill was drafted by EPA's Office of General Counsel. The chairman said he was "confident" that the legislation would be signed by President Obama, should it make it to the president's desk.
  - He said the Senate was responsible for holding up the legislation.
  - In 2011, Senate Environment and Public Works Chairwoman Barbara Boxer (D-Calif.) and Sen. Ben Cardin (D-Md.) put a hold on the Roberts legislation, saying more attention needed to be given to pesticide contamination in waterways.
  - Environmentalists say concerns in the agricultural community over the permitting requirement are overblown and that the permits help protect waterways from pesticides.

### **Mosquito and Vector Control Association of California (MVCAC)**

- MVCAC Spring meeting will be held in Santa Rosa on May 1-2<sup>nd</sup>. Finance Director Rodriguez, Laboratory Director Zahiri, and Manager Gay will be attending. All of us are members on standing MVCAC committees who will be meeting at Santa Rosa.
- 2014 Yearbook will be published this month and will be available in May.

### **Vector Control Joint Powers Agency (VCJPA)**

- Finance Director Rodriguez and Manager Gay attended the Annual meeting on March 6-7, 2014.
- Highlights from the meeting:
  - The Pooled Liability Program refunded an amount of \$343,773 for the 2008-09 Program Year.
  - Upgraded to Green Coverage. The Pool purchased “Upgrade to Green” Coverage through the Alliant Property Program. The “Upgrade to Green” coverage allows districts to rebuild insured property and replace damaged or destroyed property with products that embrace sustainability principles and reduce the overall impact of the building on the environment. This coverage is provided for the cost to upgrade to the next level of the Leadership in Energy and Environmental Design (LEED) standards.
  - Board approved purchasing Group Fidelity/Crime Coverage through the Alliant Crime Insurance Program (ACIP) and 22 districts approved to bind coverage for the 2013-14 program years. ACIP also provides numerous coverage enhancements to the previous policy such as \$75K sub-limit for expenses incurred to establish a loss and prior theft endorsements for dishonest acts to avoid potential coverage gaps.
  - Dividends (\$100,426 and \$306,333) from the Employment Risk Management Authority (ERMA) and California Affiliated Risk Management Authorities (CARMA) were provided to the VCJPA
  - VCJPA Counsel provided an overview of the new legislation impacting districts.

### **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.
- **AMCA Guidance Document.**
  - The AMCA has now disseminated to pertinent National Wildlife Refuges (NWR) and U. S. Fish and Wildlife Service (USFWS) Regional Offices around the country their new AMCA guidance document “Helpful Information to Have or Consider for Mosquito Control on National Wildlife Refuges.”
  - This document is under careful review.
- **U. S. Fish and Wildlife Service (USFWS) Directors’ Guidance Memo.**

- The following was provided by William Meredith (Chair, AMCA Federal Lands Subcommittee).
- USFWS Director Dan Ashe is now preparing a Guidance Memo to distribute to local NWRs and USFWS Regional Offices around the country, to try to provide some guidance to Service staff for how to interpret and integrate a whole host of Service rules, regulations and policies that possibly pertain to if or how mosquito control might be allowed or performed on-refuge.
- AMCA understands that a draft of this new Guidance Memo is now under review by the Service's Regional Offices, and that it might be completed sometime in the not-too-distant future.
- The need for this memo probably came about in part due to the Service's now having decided to abandon pursuit of their own proposed "National Mosquito Management Policy for NWRs," with their probably coming to such termination due to their at long last realizing that "one shoe doesn't fit all," and also probably due to internal dissent within the Service for what any National Policy should say or contain that they weren't able to resolve.

#### **Local Agency Formation Commission (LAFCo)**

- Martha Poyatos, Executive Officer has prepared the draft-proposed 2014-15 LAFCo Budget, March 12, 2014.
- The Commission approved hiring a half-time executive secretary and \$50K for consultant-prepared Municipal Service Reviews (MSRs).
- The Districts portion of the LAFCo budget for FY 2014-15, should be around \$2,700.

#### **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 29<sup>th</sup> – October 2, 2014.
  - District policy states:
    - ✚ **4020.601** Trustee attendance at the CSDA Annual Meeting is restricted to the Board President, or another Board Officer, or a representative (appointed by the Board President per Policy 4040.80) and up to three (3) Trustees of the Board with preferences to Board Trustees who have never attended a CSDA Annual Meeting, followed by those who have not attended for at least three (3) years.
    - ✚ **4020.602** Board Trustees who have attended within the last two (2) years will not be eligible to attend.
  - **Eligible "new" Trustees:** Brutschy, Leschyn, Galligan, Gotelli, Lion, and Cairo.

## 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 five birds testing positive for WNV. At this time last year, one WNV dead positive birds had been detected in California.
  - CDPH submitted a revised protocol for testing dead birds for West Nile Virus using oral swab techniques.
  - The necropsy of dead birds for WNV testing was terminated by CDPH due to funding constraints. Agencies are now requested to use RNase cards at a cost of \$5.60 per bird.
  - The use of oral swabs negates classifying results into recent and chronic infections. Therefore all results with Ct values of <40 will be considered WNV positive.
  
- **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.
  - The Yellow Fever Mosquito (*Aedes aegypti*) Surveillance and Response Plan is now completed.
  - Surveillance programs uncovered another male-adult Yellow Fever mosquito around the cemetery in the last two weeks.
  - We are advertising for two new summer hires for the *Aedes aegypti* surveillance teams. Two more will be brought on in May-June.
  - We are expecting the current rains to increase the distribution of the Yellow Fever mosquitoes since they require very little amounts of water to breed.
  - We are also budgeting (FY 14-15) for a new bench-top *Aedes* Vacuum Oven for hatching eggs collected in the ovitraps.
  
- **Mosquito Collection with CO2 Traps**
  - The warmer weather in March and rains are increasing our urban house mosquitoes throughout the county.
    - Early March we saw higher mosquito counts in South San Francisco, San Mateo, and Redwood Shores.
    - Mid-March the CO2 traps found 10 new infestations in San Mateo. One site at SBSA in Redwood Shores recorded 326 mosquitoes in one trap.
  - The CO2 traps are excellent tools for our operational staff to locate new sources of mosquitoes.

- One of our staff, Ben Rusmisl (VCT) presented a poster at the last MVCAC Annual Meeting explaining the District's Technicians use of CO2 traps to locate mosquito breeding sites. Please review the posters prior to or following the Board meeting.
- **Sentinel Chicken Flocks**
  - The District will pick up our three sentinel chicken flocks on April 24<sup>st</sup> at the Haley Farms in the San Joaquin Valley.
  - We are establishing three flocks this year:
    - Hillsborough
    - Searsville Lake
    - East Palo Alto (new site)
- **2014 Mosquito Pool and Sentinel Chicken Testing**
  - California Department of Fish and Wildlife (CDFW) and California Department of Public Health (CDPH) have agreed to a permit to allow for scientific bird, lagomorph, and rodent salvage for detection of West Nile virus infection.
  - The District is permitted to salvage carcasses with a number of restrictions when dealing with California Condors, endangered or threatened species of birds, lagomorphs or rodents, or fully protected species of birds or rodents. Under these restrictions personnel from CDFW will be present to provide direction on the salvage of these species.
  - A copy of this permit is kept in all Operations and Laboratory vehicles and is made available upon request.
- **Scientific Bird Salvage for Detection of West Nile Virus Infection February 2014**
  - CDPH has forwarded the 2014 instructions for the site registrations, procedures for testing of mosquito pools and collecting chicken blood sera for WNV.
- **Continuing Education Program with Webinars**
  - Three new webinars are available in April:
    - Chikungunya Virus: Preparing Florida for an Emerging Threat. This presentation is by Erin Staples, CDC.
    - Introduction of Chikungunya Virus into the Western Hemisphere.
    - Cat Scratch Disease: An Emerging Zoonosis. This presentation is by Denise Bonilla, CDPH.
  - These webinars are part of the CEU program.
- **Website Upgrade**

- Finance Director Rodriguez and Manager Gay met with Dave Freund and Rehan Fernando of Eight25Media in February to discuss the process for building a new website.
- We held a second meeting with Eight25Meida, March 20<sup>th</sup> to review their recommendations. It was noted, the time to complete a website rework is 10-12 weeks.
- It is recommended we budget \$15,000 to build a new website.
- We will issue an RFP for website design companies on the peninsula in June-July.
  
- **National Pollutant Discharge Elimination System (NPDES) Permit**
  - The State Water Board's Deputy Director of the Division of Water Quality approved the amended Monitoring and Reporting Program (MRP) for the Vector Control Permit on March 12, 2014. The amendments to the MRP replace the visual, physical, and chemical monitoring with reporting of visual observations, monitoring and reporting of application rates, and reporting of non-compliant applications. The amended MRP and the Deputy Director's approval letter are available at [http://www.waterboards.ca.gov/water\\_issues/programs/npdes/pesticides/vector\\_control.shtml](http://www.waterboards.ca.gov/water_issues/programs/npdes/pesticides/vector_control.shtml).
  
- **BCDC Permit No. M1977.037.06**
  - This is our original source reduction permit issued in June 30, 1977 as Permit No. M77-37.
  - As stated in a previous report, this permit allows our District's operational staff to perform vegetation clearing along creeks with hand tools to provide access to treatment areas.
  - We completed the first hurdle with the completing of the Service required biological opinion. We continue to work with Kerry Padgett (CDPH) on completing the mired of requirements for an updated BCDC permit.
  - Now the State Water Resources Control Board is requiring we obtain a new 401 (Clean Water Quality Certification) from the state water board. But is requesting we hold off on this 401 request until we have all completed our Programmatic Environmental Impact Reports over the next few months.
  - The 401 process takes over 145 days to complete and includes a public hearing.
  - A great deal of work to obtain a corps permit to trim creeks.
  
- **Coastal Conservancy Cordgrass Contract**
  - Assistant Manager Weber is working with the Conservancy Staff on work to be completed this summer and early fall.
  - The Conservancy has allocated \$54,000 for work to be completed by the District for 2014.



- **Medical Waste Policy**
  - We have collected documents to help with our drafting a medical waste policy to add to our Laboratory Safety Manual.
    - Medical Waste Management Act, California Health and Safety Code.
    - UC Davis Medical Waste Management Plan.
    - MVCAC Guidelines for Handling Biological Specimens under Laboratory and Field Conditions.
    - Placer MVCD Laboratory Safety Manual, Vector Borne Pathogens Exposure Control Plan, Laboratory IIPP, Standard Operating Procedures, Biosafety Plan, and a Laboratory Chemical Hygiene Plan and Hazardous Materials Safety Manual.
  
- **Programmatic Environmental Impact Report**
  - Assistant Manager Weber is coordinating the final push on our Programmatic Environmental Impact Report. We should be receiving the final draft for key chapters for our review in late April or early May.
  - We are within budget and 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 was submitted March 13<sup>th</sup> to most of the uniform service providers on the peninsula.
  - Proposals are due back on April 11<sup>th</sup> and the interviews will commence on April 22<sup>nd</sup>.
  - Would like to have a uniform company ready for the Board's approval at the May Board meeting and a contract ready for approval at the June Board Meeting.
  
- **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.
  
- **UC Davis Proficiency Panel Results 2014**
  - Our District Laboratory has passed the 2014 proficiency panel for testing West Nile virus birds with our new RT-PCR. Seven other districts also passed the proficiency testing with their RT-PCR equipment. There are upwards of 60 MVCD districts in the state.

- Our District Laboratory also passed the proficiency for West Nile virus testing using RAMP equipment. Seven other districts also do their own RAMP testing. These districts with RAMP equipment do not have RT-PCR capability. The RAMP test mainly used for testing American Crows (Corvids). Most districts send their samples to the State for testing.
- VecTest is not as sensitive as RAMP or RT-PCR. We are capable of using VecTest but with our RT-PCR we are limiting its usage. The VecTest is not recommended for testing mosquitoes and should only be used for testing corvids when titers are high.
- **District Monthly Report**
  - We continue to work on improving the District monthly report. We are taking any suggestions.
- **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 29<sup>th</sup> 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.
- **CPR Training**
  - The District provides CPR training to the staff. This year John Holick from Central Life Sciences will provide the training.
  - The first part of the CPR training occurred on March 25<sup>th</sup>. The final part will be completed in April.
- **San Carlos Wheeler Plaza Project**

- The District continues to wait on the County and other taxing entities to approve a Compensation Agreement before we act to approve one.
- **Regional Government Services**
  - We held our meeting with Jennifer Bower, Human Resource Director, RGS on April 7<sup>th</sup>.
  - We are working on an agreement to bring to the Board at the May Board meeting.
  - 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**
  - A Trustee Study Session is scheduled for April 23<sup>rd</sup> 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.
  - This new web-based program is expensive starting at \$80,000.

## 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.

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### **Manager Meetings outside the District in April**

 Vacation April 18<sup>th</sup> and 21<sup>st</sup>.

## **REFERENCE MATERIALS AVAILABLE IN THE OFFICE:**

The following publications were received by the District and copies are available in the office for review.

- A. District Report.
- B. Assembly Bill 896 (Eggman).
- C. MVCAC Legislative Packet.
- D. VCJPA Counsel report on the summary of new legislation, January 21, 2014.
- E. VCJPA General Overview Documents for each insurance program, March 6, 2014.
- F. AMCA guidance document "Helpful Information to Have or Consider for Mosquito Control on National Wildlife Refuges."
- G. LAFCo Draft-Proposed 2014-15 LAFCo Budget, March 12, 2014.
- H. California Arbo-virus Surveillance Bulletin #6 (week 13), March 28, 2014.
- I. Adult mosquito collections for Weeks 10 – 12.
- J. 2014 Mosquito Pool and Sentinel Chicken Testing, December 17, 2013.
- K. Protocol: Testing dead birds for West Nile virus using oral swab technique, CDPH. Revised February 2014.
- L. MVCAC NPDES Permit Coalition 2013 Annual Report NPDES Vector Control Permit, February 11, 2014.
- M. State Water Resources Control Board, Order 2014-0038 Exec, Amending Monitoring and Reporting Program for Water Quality Order 2011-0002-DWQ, General Permit No. CAG 990004, Statewide National Pollutant Discharge Elimination System Permit for Biological and Residual Pesticide Discharges to Waters of the United States From Vector Control Applications.
- N. Informal Biological Evaluation for Mosquito Source Reduction Activities in Tidal Habitats of the San Francisco Bay Region, January 31, 2014.
- O. Permit Agreement Between The California Department of Fish and Wildlife and The California Department of Public Health with the Scientific Bird, Lagomorph, and Rodent Salvage for Detection of West Nile Virus Infections, February 2014.
- P. List of Endangered, Threatened, and Fully Protected Birds and Rodents, February 2014.
- Q. UC Davis Proficiency Panel Results, 2014.

## **ACRONYMS**

- A. ACIP = Alliant Crime Insurance Program
- B. AMCA = American Mosquito Control Association.
- C. BMP = Best Management Practices
- D. Bs = *Bacillus sphaericus*
- E. Bti = *Bacillus thuringiensis israelensis*
- F. CARMA = California Affiliated Risk Management Authorities
- G. CDC = Centers for Disease Control
- H. CDFG = California Department of Fish and Game (old name)

- I. CDFW = California Department of Fish and Wildlife (new name)
- J. CDPH = California Department of Public Health
- K. CDPR = California Department of Pesticide Regulation
- L. CSDA = California Special District Association
- M. CEQA = California Environmental Quality Act
- N. CERT = Community Emergency Response Team
- O. DPR = "California" Department of Pesticide Regulation
- P. DSC = Delta Stewardship Council
- Q. EPA = "United States" Environmental Protection Agency
- R. ERMA = Employment Risk Management Authority
- S. ESA = Entomological Society of America
- T. FIFRA = Federal Insecticide, Fungicide, and Rodenticide Act
- U. IPM = Integrated Pest Management
- V. ISB = Independent Science Board
- W. LAFCO = Local Agency Formation Commission.
- X. LAO = Legislative Analyst's Office
- Y. LEED = Leadership in Energy and Environmental
- Z. MAD = Mosquito Abatement District
- AA. MCR = Municipal Service Reviews
- BB. MRP = Monitoring and Reporting Program
- CC. MVCAC = Mosquito and Vector Control Association of California.
- DD. MVCD = Mosquito and Vector Control District
- EE. NMFS = National Marine Fisheries Service
- FF. NPDES = National Pollutant Discharge Elimination System
- GG. NWR = National Wildlife Refuges
- HH. NRDC = National Resources Defense Council
- II. OEHHA = Office of Environmental Health Hazard Assessment
- JJ. PEIR = Programmatic Environmental Impact Report
- KK. SDFL = Special District Leadership Foundation
- LL. SMCMVCD = San Mateo County Mosquito and Vector Control District
- MM. SOVE = Society of Vector Ecology
- NN. USEPA = U.S. Environmental Protection Agency
- OO. USFWS = U.S. Fish and Wildlife Service
- PP. VCJPA = Vector Control Joint Powers Agency
- QQ. VCD = Vector Control District
- RR. VCT = Vector Control Technician
- SS. XR-G = Extended Residual Granular (pesticide product - Altosid)
- TT. XRT = Extended Residual Tablet (pesticide product – Clarke)
- UU. WNV = West Nile Virus