



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

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Burlingame CA 94010  
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www.smcmad.org

**REGULAR MEETING OF THE BOARD OF  
TRUSTEES May 14, 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. SPECIAL PRESENTATIONS**
  - A. Engineers Report, Levy Assessments, and Notice of Public Hearing- Resolution M-009-14. John W. Bliss, Engineer (License No. C52091), SCI Consulting Group.

- ACTION:** Motion to open Public Hearing.  
**ACTION:** Motion to close Public Hearing.  
**ACTION:** Motion to approve Resolution M-009-14.

B. Public Health Education and Outreach Program Proposal. Andrea Sprockett.

- ACTION:** Motion to approve funding of the Public Health Education and Outreach Program for FY 2014-15 - District Budget that would include a new staffing position.

**5. PUBLIC COMMENTS AND ANNOUNCEMENTS.**

- This time is reserved for members of the public to address the Board relative to matters of the District not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person and twelve minutes in total. Speaker cards are available for those making a public comment.

**6. CONSENT CALENDAR.**

A. If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

- 1) Minutes for Regular Board Meeting, April 9, 2014.
- 2) Cintas for Uniform Services, June 2014 through June 2017.
- 3) Contract with RGS for Human Resources Services, May 2014 through June 2015.

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

**7. REGULAR AGENDA.**

A. Earthquake Insurance.

- ACTION:** Motion to approve moving forward with earthquake insurance.

B. Proposed District Budget 2014-2014. Finance Committee Chair Rick Wykoff, Finance Director Rodriguez, and Manager Gay.

**8. BOARD COMMITTEE MEETING REPORTS**

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

F. Ad-hoc Legal Representation

**9. FINANCIAL REPORT**

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

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

**10. MANAGER’S REPORT**

**11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**12. 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 May 14, 2014**

**13. REPORT FROM CLOSED SESSION**

**14. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING**

**15. 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 May 14, 2014 was posted and available for review on May 9, 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 # 4.A

**SPECIAL PRESENTATIONS**

**SUBJECT: Engineers Report, Levy Assessments, and Notice of Public Hearing – Resolution M-009-14.**

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**RECOMMENDATION**

Recommend the Board of Trustees introduce a motion to approve Resolution M-009-14.

**BACKGROUND AND STATUS**

In 2003, the District proposed to increase its service area by annexing the then un-served portions of northern and western San Mateo County. Accordingly, the District executed a Proposition 218-compliant mailed balloting in the winter of 2003. A tabulation of the returned ballots, weighted by their proposed assessment showed 65% support. Hence, the assessment district was formed and the annexation completed. This Final Engineers Report defines the benefit assessment district that provides funding for the services in the North and West areas of the County.

The District contracted with SCI Consulting Group to draft the preliminary Engineers Report and provide to the District Board at the May Board meeting. The preliminary Engineers Report outlined the proposed assessment to fund the cost of providing services in the North and West County Areas for FY 2014-15.

The District is proposing to keep the assessment at the same rate of (\$17.26) for FY 2014-15 as was assessed for FY 2013-14, FY 2012-13 and FY 2011-12.

The District is planning on increasing the primary services that are provided within the current boundaries and the Annexation Area. The increases are in surveillance of mosquitoes, ticks, and rodents and disease testing. The staff would also initiate an extensive public health education and outreach program with the hiring of a new staff member if approved in the recommended District Budget for FY 14-15.

The notice of public hearing for the San Mateo County Mosquito and Vector Control District, North and West County Mosquito and Disease Control Assessment for Fiscal Year 2014-15 was published in the San Mateo Times.

**REFERENCES**

Engineers Report, May 2014  
Resolution M-009-14



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

**NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL  
ASSESSMENT DISTRICT**

**PRELIMINARY ENGINEER'S REPORT**

APRIL, 2014

PURSUANT TO THE GOVERNMENT CODE, HEALTH AND SAFETY CODE AND  
ARTICLE XIIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:

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## SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

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### NAME OF GOVERNING BOARD

Atherton	Mason Brutschy
Belmont	Wade Leschyn
Brisbane	Robert Maynard
Burlingame	Joe Galligan
Colma	Louis Gotelli
Daly City	Christine Fuller
East Palo Alto	Donna Rutherford, President
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Millbrae	Leon Nickolas, Secretary
Pacifica	Peter DeJarnatt
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Redwood City	Kathryn Lion
San Bruno	Robert Riechel
San Carlos	Betsey Schneider
San Mateo	James Ridgeway
San Mateo County – at Large	Jason Seifer
South San Francisco	Christopher Cairo
Woodside	Richard Tagg

### GENERAL MANAGER

Robert Gay

### ENGINEER OF WORK

SCI Consulting Group

## TABLE OF CONTENTS

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<b>INTRODUCTION</b> .....	<b>1</b>
OVERVIEW .....	1
LEGAL ANALYSIS .....	3
<b>GENERAL DESCRIPTION OF THE DISTRICT AND SERVICES</b> .....	<b>6</b>
ABOUT THE DISTRICT .....	6
INTRODUCTION TO SERVICES.....	6
SUMMARY OF SERVICES.....	7
INTRODUCTION TO SURVEILLANCE AND MONITORING .....	8
LARVAL MOSQUITO SURVEILLANCE PROGRAM .....	9
ADULT MOSQUITO SURVEILLANCE PROGRAM.....	9
WEST NILE VIRUS SURVEILLANCE PROGRAM.....	10
INTRODUCTION TO TREATMENT AND CONTROL .....	10
CITIZENS’ REVIEW OF ENVIRONMENTAL SAFETY OF TREATMENT AND CONTROL APPROACHES	11
LARVAL MOSQUITO CONTROL PROGRAM .....	11
ADULT MOSQUITO CONTROL PROGRAM .....	12
SERVICE REQUESTS .....	12
<b>ASSESSMENT</b> .....	<b>13</b>
<b>ESTIMATE OF COST</b> .....	<b>16</b>
<b>METHOD OF ASSESSMENT</b> .....	<b>18</b>
DISCUSSION OF BENEFIT .....	18
MOSQUITO CONTROL IS A SPECIAL BENEFIT TO PROPERTIES .....	20
BENEFIT FACTORS.....	20
BENEFIT FINDING.....	27
GENERAL VS. SPECIAL BENEFIT .....	27
CALCULATING GENERAL BENEFIT .....	29
METHOD OF ASSESSMENT .....	33
ZONES OF BENEFIT .....	34
ASSESSMENT APPORTIONMENT .....	35
APPEALS AND INTERPRETATION .....	38
DURATION OF ASSESSMENT .....	38
<b>ASSESSMENT DIAGRAM</b> .....	<b>39</b>
<b>ASSESSMENT ROLL</b> .....	<b>40</b>

## LIST OF FIGURES

---

TABLE 1 COST SUMMARY FOR FY 2014-15.....	13
TABLE 2 - BUDGET .....	16
TABLE 3 RESIDENTIAL ASSESSMENT FACTORS .....	36
TABLE 4 COMMERCIAL/INDUSTRIAL BENEFIT ASSESSMENT FACTORS .....	37

## INTRODUCTION

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### OVERVIEW

In 2003, the San Mateo County Mosquito and Vector Control District (formerly known as the San Mateo County Mosquito Abatement District) ("District") proposed to increase its service area by annexing the then un-served portions of northern and western San Mateo County. Previously, neither the District, nor any other public agency, provided mosquito control and vector-borne disease protection and prevention services in the northern and western areas of San Mateo County that was outside of the District's then-current (pre-2003) jurisdictional boundaries. In other words, the "baseline" level of services in northern and western San Mateo County was essentially zero.

Accordingly, the District executed a Proposition 218-compliant mailed balloting in the winter of 2003. A tabulation of the returned ballots, weighted by their proposed assessment showed 65% support. Hence, the assessment district was formed and the annexation completed. This report defines the benefit assessment district that provides funding for the services in the North and West areas ("Annexation Area") of San Mateo County.

As used within this Report, the following terms are defined:

*"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(m)). The following is an outline of the primary services that are provided within the current boundaries and the Annexation Area:

- Mosquito control
- Surveillance for vector-borne diseases
- Door-to door mosquito inspections
- Response to service requests within 24 hours
- Control of ground-nesting yellowjackets
- Mosquitofish for backyard fish ponds
- Presentations to schools and civic groups
- Identifications of ticks and insects

- Public Education Outreach
- Rat Surveillance and surveillance of other rodents

The District is controlled by Mosquito Abatement and Vector Control District Law of the State of California law. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, et. seq which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

*2001. (a) The Legislature finds and declares all of the following:*

*(1) California's climate and topography support a wide diversity of biological organisms.*

*(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

*(3) Some of these diseases, such as mosquito borne viral encephalitis, can be fatal, especially in children and older individuals.*

*(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

*(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

*(b) The Legislature further finds and declares:*

*(1) Individual protection against the vector borne diseases is only partially effective.*

*(2) Adequate protection of human health against vector borne diseases is best achieved by organized public programs.*

*(3) The protection of Californians and their communities against the discomforts and economic effects of vector borne diseases is an essential public service that is vital to public health, safety, and welfare.*

*(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

*(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

*(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

This Engineer's Report ("Report") was prepared to establish the budget for the services that would be funded by the proposed 2014-15 assessments, determine the benefits received by property within the Annexation Area from the services by the District, and apportion the assessment to lots and parcels within the Annexation Area based on the relative benefit for each lot or parcel.

## LEGAL ANALYSIS

### PROPOSITION 218

This assessment was formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically "grandfathered in," underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

### SILICON VALLEY TAXPAYERS ASSOCIATION, INC. v SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA vs. SCCOSA"). This ruling is the most significant court case in further legally clarifying the

substantive assessment requirements of Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special benefits to property, not general benefits<sup>1</sup>
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the assessment district

This Engineer's Report, and the process used to establish this assessment are consistent with the SVTA vs. SCCOSA decision.

#### **DAHMS V. DOWNTOWN POMONA PROPERTY**

On June 8, 2009, the 4<sup>th</sup> Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was 100% special benefit on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district.

#### **BONANDER V. TOWN OF TIBURON**

In the December 31, 2009, the 1<sup>st</sup> District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based on in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

#### **BEUTZ V. COUNTY OF RIVERSIDE**

On May 26, 2010 the 4th District Court of Appeals issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services was not explicitly calculated, quantified and separated from the special benefits.

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<sup>1</sup> Article XIII D, § 2, subdivision (d) of the California Constitution states defines "district" as "an area determined by an agency to contain all parcels which will receive a special benefit from the proposed public improvement or property-related service."

**GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in Beutz, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.



## GENERAL DESCRIPTION OF THE DISTRICT AND SERVICES

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### ABOUT THE DISTRICT

The San Mateo County Mosquito and Vector Control District is an independent special district (not part of the County or any city) that controls and monitors disease-carrying insects such as mosquitoes and ticks, and other harmful pests such as yellow jackets. In addition, the District regularly tests for diseases carried by insects and small mammals and educates the public about how to protect themselves from diseases transmitted by insects and small mammals.

The first mosquito abatement district in San Mateo County was formed in 1913. Prior to the formation of this abatement district, high numbers of salt marsh mosquitoes were a significant problem in the County, and many areas in the County were considered to be nearly unlivable. The San Mateo County Mosquito and Vector Control District was formed in 1953 when the two original districts in the County merged. Today, the District is responsible for the entire county and in 2008, changed its name to the San Mateo County Mosquito and Vector Control District to reflect the fact that it would begin providing some additional vector control responsibilities formerly handled by San Mateo County Environmental Health Department.

The District is overseen by a Board of Trustees. The Board of Trustees oversees District funding, they architect district policies and procedures, and administer basic governance. The San Mateo County Mosquito and Vector Control District is currently primarily funded by property taxes and a special Mosquito Control Tax paid by properties currently within District boundaries. The San Mateo County Mosquito and Vector Control District is currently primarily funded by a special property tax paid by properties currently within its boundaries.

In addition to its mosquito abatement and vector control services, the District provides education programs on vectors and disease prevention at school and civic group meetings. The District distributes printed material and brochures that describe what citizens can do to keep their homes and property free of rats, yellow jackets, mosquitoes, and other pests.

### INTRODUCTION TO SERVICES

Following is a description of the Services and level of service, for the Annexation Areas. As previously noted, there was previously no regular mosquito control services provided in the Annexation Areas. These Services are over and above the previous zero-level baseline level of service. The formula below describes the relationship between the final level of service, the previous baseline level of service, and the enhanced level of service funded by the assessment.

<b>Final Level of Service</b>	=	<b>Baseline Level of Service</b>	+	<b>Enhanced Level of Service</b>
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In this case, prior to 2003, the baseline level of service was zero, and the final current level of service is precisely the enhanced level of service funded by the assessment.

## SUMMARY OF SERVICES

The services provided within the Annexation Area are provided at generally the same service level as provided within the original District.

If annually approved, the assessments provide funding for projects and programs for the surveillance, prevention, abatement, and control of other vectors as well as mosquitoes. Such mosquito abatement and vector control projects and programs include, but are not limited to, source reduction, larvicide and adulticide applications, disease monitoring, public education, reporting, accountability, research and interagency cooperative activities, as well as capital costs, maintenance and operation expenses (collectively "Services"). The cost of these services also includes capital costs comprised of equipment, capital improvements and facilities necessary and incidental to vector control programs.

The Services are further defined as follows:

- Response to mosquito problems as well as nesting yellow jackets and other pestiferous or disease carrying organisms.
- Control of mosquito larvae in catch basins, ditches, drain lines, vaults, wastewater treatment plants, under buildings, residences, horse troughs, freshwater marshes, salt marshes, creeks and other sources.
- Survey and data analysis of mosquito larvae populations to assess public health risks and allocate control efforts.
- Monitoring of mosquito populations using carbon dioxide baited traps, New Jersey light traps, and Reiter Gravid traps.
- The District is now employing a new mosquito trapping program to capture *Aedes aegypti*. Those new traps include: Ovitrap, Autocidal Gravid Ovitrap (AGO), and the BG Sentinel Traps.
- Testing and monitoring for diseases carried and transmitted by mosquitoes and other arthropods, such as West Nile Virus, Lyme disease, Encephalitis, Malaria, and Dog Heartworm.
- Deployment of sentinel chicken flocks (Hillsborough, Woodside, and East Palo Alto), virus tested mosquito pools, and blood analytical studies for State and local agencies.
- Testing of new insecticide materials and investigation of their efficacy.

- Survey and identification of ticks in parks, trails, and other locations frequented by the public.
- Testing and monitoring for diseases carried and transmitted by ticks such as Lyme disease, Ehrlichiosis, Rocky Mountain Spotted Fever, and Babesiosis. (Ticks delivered to the District by the public will be tested for Lyme disease.)
- Management and control of ground nesting stinging insects including yellow jackets, Africanized honey bees and wasps.
- Monitoring and control of Red Imported Fire Ants, if appropriate.
- Monitoring and/or control of other nuisance and potentially hazardous organisms and vectors such as ticks, mites, and fleas. (Only vectors found outside of structures will be monitored and controlled.)
- District is developing a Public Health Education and Outreach Program with the potential hiring of a new staff member to expand the education of residents about the risks of diseases carried by insects and small mammals and how to better protect themselves and their pets.
- Testing for Hanta Virus, Arenavirus, Plague and other diseases carried by small mammal populations.
- Monitoring of new and emerging vectors such as the Asian tiger mosquito at entry points.
- A new significant vector, *Aedes aegypti* was uncovered in Menlo Park in 2013 and now the District is establishing new surveillance strategies in other cities and the coastal areas for this very invasive species.
- The District's laboratory has increased testing capability with the incorporation of RT-PCR laboratory equipment. Now the District is increasing the testing for and control of new and emerging pathogens such as West Nile Virus and Lyme disease.
- Surveillance of rats and other rodents.

#### INTRODUCTION TO SURVEILLANCE AND MONITORING

Mosquitoes and other vectors most often breed in areas of standing water including catch basins, vaults, wastewater treatment plants, water under buildings, horse troughs, pools, ponds, artificial containers gutters, flood control devices, freshwater and saltwater marshes and wetlands as well as organic waste and debris.

The District performs surveillance of adult mosquitoes in order to uncover new sites of larval development, allocation of control efforts, and level of public health risk, population densities, and species composition. The District primarily uses New Jersey light traps, Reiter Gravid traps and Carbon Dioxide traps for this surveillance. In 2001, the District identified two new mosquito species to the San Mateo area: the Asian Tiger Mosquito *Aedes albopictus* and the *Coquillettidia perturbans*. In 2013 and 2014, the

District discovered a new mosquito species in Menlo Park: the Yellow Fever Mosquito, *Aedes aegypti*. The Yellow Fever Mosquito is a very invasive mosquito posing a serious health risk with the ability to transmit Dengue fever and Chikungunya virus.

Additionally, the District monitors vector-borne diseases in efforts to prevent human cases. Four common mosquito-borne viruses occur in California: Western Equine Encephalitis, St. Louis encephalitis, and California Encephalitis and West Nile virus. All four are carried in birds and can be transferred to horses or humans through the bite of an infected mosquito. There is no specific cure or vaccine for these diseases so the District regularly monitors flocks (3) of sentinel chickens for viruses. Malaria, Lyme disease, raccoon roundworms and small mammal-borne diseases such as plague, Hantavirus and arenavirus are also monitored.

Surveillance is conducted in a manner based upon equal spread of resources throughout the Annexation Area, focusing on areas of likely sources and based on population distribution and abundance data. Treatment strategies are based upon the results of the surveillance programs, and are specifically designed for individual areas.

#### **LARVAL MOSQUITO SURVEILLANCE PROGRAM**

The District will identify any insect submitted by residents in the annexed areas. Laboratory staff will identify the insect and provide information on its biology, public health significance and control.

All breeding sites located in the annexed areas will be added to a computerized database of sources and placed on a schedule to be checked regularly and treated as needed.

Residents can call the District when experiencing problems with mosquitoes and other vectors. A vector control technician will determine if the concern is potentially the vector of West Nile Virus or other mosquito and vector borne diseases, and if so, survey and treat the source.

#### **ADULT MOSQUITO SURVEILLANCE PROGRAM**

Laboratory and operational personnel will monitor populations to assess the level of public health risk and effectiveness of control measures.

Carbon dioxide traps will be deployed in the annexed areas usually every two to three weeks, or more often if needed. Traps are collected the following day; their contents are identified and counted. This information is maintained in a computerized database and used to track long-term trends in mosquito density.

Laboratory personnel will monitor abnormal spring rainfall patterns and preexisting sources. These are early seasonal environmental precursors for adult mosquito populations.

## WEST NILE VIRUS SURVEILLANCE PROGRAM

The District maintains chickens in Woodside, East Palo Alto and Hillsborough to detect the presence of West Nile Virus and other Encephalitis viruses.

The District collects adult mosquitoes and use to submit them to laboratories at the University of California at Davis to test for West Nile and other Encephalitis viruses. The District now has purchased new laboratory equipment including a RT-PCR for in-house genetic testing so mosquitoes do not have to be submitted to UC Davis. Laboratory staff will collect mosquitoes from the Annexation Area using specialized traps for this purpose. Mosquitoes must be collected alive, anesthetized, identified, and tested the same day.

The District participates in a statewide program to collect and test dead wild birds for West Nile Virus. Dead birds are picked up within 24 hours, packaged and last year was sent to the State Health Department for testing. The District new laboratory equipment including a RT-PCR for in-house genetic testing of dead wild birds prevalent the need to submitted birds to UC Davis. The District, County Health, County Environmental Health, and/or Peninsula Humane Society will pick up the dead birds. Those birds will be tested by the District.

## INTRODUCTION TO TREATMENT AND CONTROL

Strategically, the District addresses vectors through a comprehensive approach, which is based upon effective prevention of vectors. The District controls mosquitoes and other vectors through a program of integrated vector management (IVM). This program focuses on controlling mosquitoes in their larval stage, and preventing problems before the mosquito larvae hatch and have the ability to transmit diseases. Larval control has many benefits:

Less toxic: Often, mosquitofish and other environmentally safe approaches can be used. When needed, the bacterial agents or pesticides used to control the larval stage are much less toxic to the environment than those used in the past and are highly specific to mosquitoes.

Less pesticides: The bacterial agents or pesticides are applied to a smaller area than would be required for treatment of adult mosquitoes.

Less disease: Targeting immature mosquitoes kills them before they are capable of transmitting disease.

The end result is a program that protects public health, is more cost effective than other methods, and has low impact on the environment. Currently, the District uses six biorational materials to control mosquito larvae: Methoprene; *Bacillus thuringiensis israelensis* (BTI) and *Bacillus sphaericus*; Golden Bear Oil, BVA oil and Agnique. These materials have been shown to have minimal effects on non-target species and are

regulated by the US EPA and the California Department of Pesticide Regulation. They are approved for use in aquatic habitats.

### **CITIZENS' REVIEW OF ENVIRONMENTAL SAFETY OF TREATMENT AND CONTROL APPROACHES**

The District will hold annual community outreach (local community fairs and a trustee field day in December) to review the environmental safety of its treatment and control approaches and all District services. These outreach opportunities will be open to all property owners and members of the public and the Trustee Field Day will be announced with a public notice prior to the programs. At the community outreach opportunities, the public will have the opportunity to review and respond to:

- the treatment and control approach used by the District;
- the environmental issues with each control approach;
- the mosquito and disease issues in their community; and
- other services or programs either currently provided or desired.

Any recommendations or comments from the public will be addressed by the District and will be provided to the Board of Trustees of the District for response or action as appropriate.

Furthermore, all products used by the District to treat or control mosquitoes and other vectors must be reviewed and approved by the San Mateo County Agricultural Commissioner to ensure they do not harm the environment.

### **LARVAL MOSQUITO CONTROL PROGRAM**

Catch basins and storm drain systems are the largest sources of northern house mosquitoes in San Mateo County. These mosquitoes are an efficient vector of West Nile Virus and therefore a serious public health concern. To control the larval stage of the northern house mosquito in the Annexation Area, catch basins would be inspected and those considered breeding sites treated with biorational pesticides.

The underground chambers housing equipment for utilities, sewers and water systems also hold water and are a significant breeding site for the northern house mosquitoes. These chambers, if found breeding mosquitoes, will be treated with biorational pesticides.

The University of California at Davis and San Mateo County Mosquito and Vector Control District will monitor pesticide resistance levels and determine the efficacy of available larvicides for local mosquito populations.

Mosquito fish are also used to control mosquito larvae in standing pools of water and are available for residents to use in their backyard ponds.

## **ADULT MOSQUITO CONTROL PROGRAM**

In the event of virus recoveries or human cases of diseases transmitted by mosquitoes or other vectors in major metropolitan areas, the District may institute widespread application of adulticiding materials. In addition, an expanded and intensified larviciding program may be instituted to interrupt the transmission cycle and reduce the adult populations of vector species. The University of California at Davis and San Mateo County Mosquito and Vector Control District will monitor pesticide resistance levels and determine the efficacy of available adulticide for local mosquito populations.

Any additional descriptions and plans for the services will be filed with the District Manager of the San Mateo County Mosquito and Vector Control District, and are incorporated herein by reference.

## **SERVICE REQUESTS**

Prior to the annexation in 2003, the District did not respond to service requests outside of its original boundaries. When the assessment was approved, the District began responding to service requests within the Annexation Area, at the same level of service as the existing District jurisdiction. Any property owner, business or resident in the Annexation Area can contact the District to request vector control related service or inspection and a District field technician responds promptly to the particular property to evaluate the property and situation and to perform appropriate surveillance and control services. The District responds to all service requests in a timely manner, regardless of location, within San Mateo County.

## ASSESSMENT

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WHEREAS, the Board contracted with the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs of Services, a diagram for an assessment district and an assessment of the estimated costs of Services, and the special benefit conferred thereby, upon all assessable parcels within the North and West County Mosquito and Disease Control Assessment District;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of said San Mateo County Mosquito and Vector Control District, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the North and West County Mosquito and Disease Control Assessment District.

The amount to be paid for said services and improvements and the expenses incidental thereto, to be paid by the San Mateo County Mosquito and Vector Control District for the fiscal year 2014-15 is generally as follows:

TABLE 1 COST SUMMARY FOR FY 2014-15

Vector & Disease Control Services	\$1,179,909
Capital Facilities	\$290,000
Incidentals	\$146,835
<b>TOTAL BUDGET</b>	<b>\$1,616,744</b>
Less:	
District Contribution	(\$121,683)
<b>Net Amount To Assessments</b>	<b>\$1,495,061</b>

An Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of said District. The distinctive number of each parcel or lot of land in the said District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby determine and apportion said net amount of the cost and expenses of said Services, including the costs and expenses incidental thereto, upon the parcels and lots of land within said North and West County Mosquito and Disease Control Assessment District, in accordance with the special benefits to be received by each parcel or lot, from



the Services, and more particularly set forth in the Cost Estimate hereto attached and by reference made a part hereof.

Said assessment determination is made upon the parcels or lots of land within said District in proportion to the special benefits to be received by said parcels or lots of land, from said Services.

The assessment is subject to an annual adjustment tied to the Consumer Price Index for the San Francisco Bay Area as of December of each succeeding year (the CPI), with a maximum annual adjustment not to exceed 3%. The assessment may be levied annually and may be adjusted by the maximum annual adjustment without any additional assessment ballot proceeding. (In the event that the annual change in the CPI exceeds 3%, any percentage change in excess of 3% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 3%. For 2014-15, the assessment rate has not been adjusted by the actual CPI increase of 2.57%. Hence, the rate remains at \$17.26 for 2014-15, as it was in 2011-12, 2012-13 and 2013-14. (The District has an additional 9.00% in reserve that it may apply in future years.)

The District may finance the cost of acquiring or constructing capital facilities over time and pledge a portion of assessment revenues received in any fiscal year towards the repayment of the principal amount of such borrowed funds together with interest over the repayment period.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of San Mateo for the fiscal year 2014-15. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of the County of San Mateo.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the proposed amount of the assessment for the fiscal year 2014-15 for each parcel or lot of land within the said North and West County Mosquito and Disease Control Assessment District.

April 9, 2014

Engineer of Work



A handwritten signature in blue ink, appearing to read "John W. Bliss", written over a horizontal line.

By \_\_\_\_\_

John W. Bliss, License No. C052091

## ESTIMATE OF COST

TABLE 2 - BUDGET

<b>SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT</b>		
<b>Mosquito and Disease Control District</b>		
Estimate of Cost		
Fiscal Year 2014-15		
		<b>Total Budget</b>
Vector Control Services and Related Expenditures		
Salaries/Employee Benefits		\$815,000
Operation, Materials, Supplies		\$364,909
Capital Facilities		
Including capital improvements and facilities and equipment <sup>1</sup>		\$290,000
Total Services and Operation		<b>\$1,469,909</b>
Less:		
Contributions from District and Other Sources		(\$121,683)
Net Cost of Vector Control, Capital Facilities, Operation		<b>\$1,348,226</b>
Incidental Costs		
County Collection and Levy Administration		\$134,335
Allowance for Uncollectible Assessments and Contingencies <sup>2</sup>		\$12,500
Subtotal		\$146,835
<b>Total Vector Control Services and Incidental Expenses</b>		<b>\$1,495,061</b>
(Net Amount to be Assessed)		
Budget Allocation to Property		
Total SFE Units	Assessment per SFE	Total Assessment <sup>3</sup>
86,620.00	\$17.26	\$1,495,061

Notes:

1. Includes contribution to District Headquarters in Burlingame as well as costs associated with Redwood City facility. Primary financing obligations for Burlingame headquarters are substantially satisfied.
2. Pursuant to Proposition 218, benefited property owned by Governmental agencies is assessed. However, many Governmental agencies, particularly Federal agencies, are under no obligation to pay assessments; and, therefore, assessments levied against these governmental agencies may not be collected. This allowance is to account for any uncollectible assessments.
3. All assessments are rounded to lower even penny. Therefore, the budget amount may slightly differ from the assessment rate.

## METHOD OF ASSESSMENT

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This section of the Report includes an explanation of the benefits to be derived from the services provided to the District, and the methodology used to apportion the total assessment to properties within the North and West County Mosquito and Disease Control Assessment District.

The North and West County Mosquito and Disease Control Assessment District consists of all assessor parcels within the boundaries of the Annexation Area as defined by the approved boundary description for such District (boundary is coterminous with San Mateo County).

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties in the Annexation Area over and above general benefits conferred on real property in the assessment area or to the public at large. Special benefit is calculated for each parcel in the Annexation Area.

1. Identification of total benefit to the properties derived from the Services
2. Calculation of the proportion of these benefits that are special vs. general
3. Determination of the relative special benefit within different areas within the Annexation Area
4. Determination of the relative special benefit per property type and property characteristic
5. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type and property characteristics,

### DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits from the Services. With reference to the engineering requirements for property related assessments, under Proposition 218 an engineer must determine and prepare a report evaluating the amount of special benefit received by property within the Annexation Area as a result of the improvements or services provided by a local agency. That special benefit is to be determined in relation to the total cost to that local entity of providing the service and/or improvements.

Proposition 218, as described in Article XIID of the California Constitution has confirmed that assessments must be based on the special benefit to property:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

The below benefit factors, when applied to property in the Annexation Area, confer special benefits to property and ultimately improve the safety, utility, functionality and usability of property in the Annexation Area. These are special benefits to property in the Annexation Area in much the same way that storm drainage, sewer service, water service, sidewalks and paved streets enhance the utility and functionality of each parcel of property served by these improvements, providing them with more utility of use and making them safer and more usable for occupants.

It should also be noted that Proposition 218 includes a requirement that existing assessments in effect upon its effective date were required to be confirmed by either a majority vote of registered voters in the assessment area, or by weighted majority property owner approval using the new ballot proceeding requirements. However, certain assessments were excluded from these voter approval requirements. Of note is that in California Constitution Article XIID Section 5(a) this special exemption was granted to assessments for sidewalks, streets, sewers, water, flood control, drainage systems and vector control. The Howard Jarvis Taxpayers Association explained this exemption in their Statement of Drafter's Intent:

*"This is the "traditional purposes" exception. These existing assessments do not need property owner approval to continue. However, future assessments for these traditional purposes are covered."*<sup>2</sup>

Therefore, the drafters of Proposition 218 acknowledged that vector control assessments were a "traditional" and therefore acknowledged and accepted use.

Since all assessments, existing before or after Proposition 218 must be based on special benefit to property, the drafters of Proposition 218 impliedly found that vector control services confer special benefit on property. Moreover, the statement of drafter's intent also acknowledges that any new or increased vector control assessments after the effective date of Proposition 218 would need to comply with the voter approval requirements it established. This is as an acknowledgement that additional assessments for such "traditional" purposes would be established after Proposition 218 was in effect. Therefore, the drafters of Proposition 218 clearly recognized vector assessments as a "traditional" use of assessments, acknowledged that new vector assessments may be formed after Proposition 218 and impliedly were satisfied that vector control services confer special benefit to properties.

The Legislature also made a specific determination after Proposition 218 was enacted that vector control services constitute a proper subject for special assessment. Health and Safety Code section 2082, which was signed into law in 2002, provides that a district may levy special assessments consistent with the requirements of Article XIID of the California Constitution to finance vector control projects and programs. The intent of the Legislature

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<sup>2</sup> Howard Jarvis Taxpayers Association, "Statement of Drafter's Intent", January 1997.

to allow and authorize benefit assessments for vector control services after Proposition 218 is shown in the Assembly and Senate analysis the Mosquito Abatement and Vector Control District Law where it states that the law:

*Allows special benefit assessments to finance vector control projects and programs, consistent with Proposition 218.*<sup>3</sup>

Therefore the State Legislature unanimously that vector control services are a valuable and important public service that can be funded by benefit assessments. To be funded by assessments, vector control services must confer special benefit to property.

### **MOSQUITO AND VECTOR CONTROL IS A SPECIAL BENEFIT TO PROPERTIES**

As described below, this Engineer's Report concludes that mosquito and vector control is a special benefit that provides direct advantages to property in the Annexation Area. For example, the assessment provides for 1) surveillance throughout the Annexation Area to measure and track the levels and sources of mosquitoes and other vectors impacting property in the area and the people who live and work on the property, 2) mosquito and mosquito source control, treatment and abatement throughout the Annexation Area such that all property in the area benefits from a comparable reduction of mosquito levels, 3) monitoring throughout the Annexation Area to evaluate the effectiveness of District treatment and control and to ensure that all properties are receiving the equivalent level of mosquito and vector reduction benefits, and 4) the properties in the Annexation Area are eligible for service requests which result in District staff directly visiting, inspecting and treating property. Moreover, the Services funded by the Assessments reduce the level of mosquitoes and vectors arriving at and negatively impacting properties within the Assessment area.

The following section, Benefit Factors, describes how the Services specially benefit properties in the Assessment Area. These benefits are particular and distinct from its effect on property in general or the public at large.

### **BENEFIT FACTORS**

In order to allocate the assessments, the Engineer identified the types of special benefit arising from the Services and that are provided to property within the Annexation Area. These types of special benefit are as follows:

#### **REDUCED MOSQUITO AND VECTOR POPULATIONS ON PROPERTY AND AS A RESULT, ENHANCED DESIRABILITY, UTILITY, USABILITY AND FUNCTIONALITY OF PROPERTY IN THE ANNEXATION AREA.**

The assessments provide services for the control and abatement of nuisance and disease-carrying mosquitoes and other vectors. These Services materially reduce the number of vectors on properties throughout the Annexation Area. The lower mosquito and vector

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<sup>3</sup> Senate Bill 1588, Mosquito Abatement and Vector Control District Law, Legislative bill analysis

populations on property in the Annexation Area is a direct advantage to property and serve to increase the desirability and “usability” of property. Clearly, properties are more desirable and usable in areas with lower mosquito and vector populations and with a reduced risk of vector-borne disease. This is a special benefit to residential, commercial, agricultural, industrial and other types of properties because all such properties directly benefit from reduced mosquito and vector populations and properties with lower vector populations are more usable, functional and desirable.

Excessive mosquitoes and other vectors in the area can materially diminish the utility and usability of property. For example, prior to the commencement of mosquito control and abatement services, properties in many areas in the State were considered to be nearly uninhabitable during the times of year when the mosquito populations were high.<sup>4</sup> The prevention or reduction of such diminished utility and usability of property caused by mosquitoes is a clear and direct advantage and special benefit to property in the Annexation Area.

The State Legislature made the following finding on this issue:

*“Excess numbers of mosquitoes and other vectors spread diseases of humans, livestock, and wildlife, reduce enjoyment of outdoor living spaces, both public and private, reduce property values, hinder outdoor work, reduce livestock productivity; and mosquitoes and other vectors can disperse or be transported long distances from their sources and are, therefore, a health risk and a public nuisance; and professional mosquito and vector control based on scientific research has made great advances in reducing mosquito and vector populations and the diseases they transmit.”<sup>5</sup>*

Mosquitoes and other vectors emerge from sources throughout the Annexation Area, and with an average flight range of two miles, mosquitoes from known sources can reach all properties in the Annexation Area. These sources include standing water in rural areas, such as marshes, pools, wetlands, ponds, drainage ditches, drainage systems, tree holes and other removable sources such as old tires and containers. The sources of mosquitoes also include numerous locations throughout the urban areas in the Annexation Area. These sources include underground drainage systems, containers, unattended swimming pools, leaks in water pipes, tree holes, flower cups in cemeteries, over-watered landscaping and lawns and many other sources. By controlling mosquitoes at known and

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<sup>4</sup> Prior to the commencement of modern mosquito control services, areas in the State of California such as the San Mateo Peninsula, Napa County and areas in Marin and Sonoma Counties had such high mosquito populations that they were considered to be nearly unlivable during certain times of the year and were largely used for part-time vacation cottages that were occupied primarily during the months when the natural mosquito populations were lower.

<sup>5</sup> Assembly Concurrent Resolution 52, chaptered April 1, 2003



new sources, the Services materially reduce mosquito populations on property throughout the Annexation Area.

A recently increasing source of mosquitoes is unattended swimming pools:

*“Anthropogenic landscape change historically has facilitated outbreaks of pathogens amplified by peridomestic vectors such as Cx. pipiens complex mosquitoes and associated commensals such as house sparrows. The recent widespread downturn in the housing market and increase in adjustable rate mortgages have combined to force a dramatic increase in home foreclosures and abandoned homes and produced urban landscapes dotted with an expanded number of new mosquito habitats. These new larval habitats may have contributed to the unexpected early season increase in WNV cases in Bakersfield during 2007 and subsequently have enabled invasion of urban areas by the highly competent rural vector Cx. tarsalis. These factors can increase the spectrum of competent avian hosts, the efficiency of enzootic amplification, and the risk for urban epidemics.”<sup>6</sup>*

#### **INCREASED SAFETY OF PROPERTY IN THE ANNEXATION AREA.**

The assessment funds year-round proactive Services to control and abate mosquitoes and other vectors that otherwise would occupy properties throughout the Annexation Area. Mosquitoes and other vectors are transmitters of diseases, so the reduction of mosquito populations makes property in the Annexation Area safer for use and enjoyment. In absence of the assessment, these Services would not be provided, so the Services funded by the assessment make properties in the Annexation Area safer, which is a distinct special benefit to property in the Annexation Area.<sup>7</sup> This is not a general benefit to property in the Annexation Area or the public at large because the Services are tangible mosquito and disease control services that are provided directly to the properties in the Annexation Area and the Services are over and above what otherwise would be provided by the District or any other agency.

This finding was confirmed in 2003 by the State Legislature:

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<sup>6</sup> Riesen William K. (2008). Delinquent Mortgages, Neglected Swimming Pools, and West Nile Virus, California. Emerging Infectious Diseases. Vol. 14(11).

<sup>7</sup> . By reducing the risk of disease and increasing the safety of property, the proposed Services will materially increase the usefulness and desirability of certain properties in the Unprotected Areas.

*“Mosquitoes and other vectors, including but not limited to, ticks, Africanized honey bees, rats, fleas, and flies, continue to be a source of human suffering, illness, death, and a public nuisance in California and around the world. Adequately funded mosquito and vector control, monitoring and public awareness programs are the best way to prevent outbreaks of West Nile Virus and other diseases borne by mosquitoes and other vectors.”<sup>8</sup>*

Also, the Legislature, in Health and Safety Code Section 2001, finds that:

*“The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.”*

#### **REDUCTIONS IN THE RISK OF NEW DISEASES AND INFECTIONS ON PROPERTY IN THE ANNEXATION AREA**

Mosquitoes have proven to be a major contributor to the spread of new diseases such as West Nile Virus, among others. A highly mobile population combined with migratory bird patterns can introduce new mosquito-borne diseases into previously unexposed areas.

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<sup>8</sup> Assembly Concurrent Resolution 52, chaptered April 1, 2003

*"Vector-borne diseases (including a number that are mosquito-borne) are a major public health problem internationally. In the United States, dengue and malaria are frequently brought back from tropical and subtropical countries by travelers or migrant laborers, and autochthonous transmission of malaria and dengue occasionally occurs. In 1998, 90 confirmed cases of dengue and 1,611 cases of malaria were reported in the USA and dengue transmission has occurred in Texas."<sup>9</sup>*

*"During 2004, 40 states and the District of Columbia (DC) have reported 2,313 cases of human WNV illness to CDC through ArboNET. Of these, 737 (32%) cases were reported in California, 390 (17%) in Arizona, and 276 (12%) in Colorado. A total of 1,339 (59%) of the 2,282 cases for which such data were available occurred in males; the median age of patients was 52 years (range: 1 month--99 years). Date of illness onset ranged from April 23 to November 4; a total of 79 cases were fatal."<sup>10</sup> (According to the Centers for Disease Control and Prevention on January 19, 2004, a total of 2,470 human cases and 88 human fatalities from WNV have been confirmed).*

The Services funded by the assessments helps prevent, on a year-round basis, the presence of vector-borne diseases on property in the Annexation Area. This is another tangible and direct special benefit to property in the Annexation Area that would not be received in the absence of the assessments.

#### **PROTECTION OF ECONOMIC ACTIVITY ON PROPERTY IN THE ANNEXATION AREA.**

As recently demonstrated by the SARS outbreak in China and outbreaks of Avian Flu, outbreaks of pathogens can materially and negatively impact economic activity in the affected area. Such outbreaks and other public health threats can have a drastic negative effect on tourism, business and residential activities in the affected area. The assessment helps prevent the likelihood of such outbreaks in the Annexation Area.

Mosquitoes hinder, annoy and harm residents, guests, visitors, farm workers, and employees. A vector-borne disease outbreak and other related public health threats would have a drastic negative effect on agricultural, business and residential activities in the Annexation Area.

The economic impact of diseases is well documented. According to a study prepared for the Centers for Disease Control and Prevention, economic losses due to the transmission

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<sup>9</sup> Rose, Robert. (2001). Pesticides and Public Health: Integrated Methods of Mosquito Management. Emerging Infectious Diseases. Vol. 7(1); 17-23.

<sup>10</sup> Center for Disease Control. (2004). West Nile Virus Activity --- United States, November 9--16, 2004. Morbidity and Mortality Weekly Report. 53(45); 1071-1072.

of West Nile Virus in Louisiana was estimated to cost over \$20 million over approximately one year:

*The estimated cost of the Louisiana epidemic was \$20.1 million from June 2002 to February 2003, including a \$10.9 million cost of illness (\$4.4 million medical and \$6.5 million nonmedical costs) and a \$9.2 million cost of public health response. These data indicate a substantial short-term cost of the WNV disease epidemic in Louisiana.*<sup>11</sup>

Moreover, a study conducted in 1996-97 of La Crosse Encephalitis (LACE), a human illness caused by a mosquito-transmitted virus, found a lifetime cost per human case at \$48,000 to \$3,000,000 and found that the disease significantly impacted lifespans of those who were infected. Following is a quote from the study which references the importance and value of active vector control services of the type that would be funded by the assessment:

*The socioeconomic burden resulting from LACE is substantial, which highlights the importance of the illness in western North Carolina, as well as the need for active surveillance, reporting, and prevention programs for the infection.*<sup>12</sup>

The Services funded by the assessment help to prevent the likelihood of such outbreaks on property in the Annexation Area and reduce the harm to economic activity on property caused by existing mosquito populations. This is another direct advantage in the Annexation Area that would not be received in absence of the assessments.

#### **PROTECTION OF THE ANNEXATION AREA'S AGRICULTURE, TOURISM, AND BUSINESS INDUSTRIES.**

The agriculture, tourism and business industries in the Annexation Area benefits from reduced levels of harmful or nuisance mosquitoes and other vectors. Conversely, any outbreaks of emerging vectorborne pathogens such as West Nile Virus could also materially negatively affect these industries. Diseases transmitted by mosquitoes and other vectors can adversely impact business and recreational functions.

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<sup>11</sup> Zohrabian A, Meltzer MI, Ratard R, Billah K, Molinari NA, Roy K, et al. West Nile Virus economic impact, Louisiana, 2002. Emerging Infectious Disease, 2004 Oct. Available from

<http://www.cdc.gov/ncidod/EID/vol10no10/03-0925.htm>

<sup>12</sup> Utz, J. Todd, Apperson, Charles S., McCormack, J. Newton, Salyers, Martha, Dietz, E. Jacquelin, Mcpherson, J. Todd, Economic And Social Impacts Of La Crosse Encephalitis In Western North Carolina, Am J Trop Med Hyg 2003 69: 509-518

*A study prepared for the United States Department of Agriculture in 2003 found that over 1,400 horses died from West Nile Virus in Colorado and Nebraska and that these fatal disease cases created over \$1.2 million in costs and lost revenues. In addition, horse owners in these two states spent over \$2.75 million to vaccinate their horses for this disease. The study states that "Clearly, WNV has had a marked impact on the Colorado and Nebraska equine industry." <sup>13</sup>*

*Pesticides for mosquito control impart economic benefits to agriculture in general. Anecdotal reports from farmers and ranchers indicate that cattle, if left unprotected, can be exsanguinated by mosquitoes, especially in Florida and other southeast coastal areas. Dairy cattle produce less milk when bitten frequently by mosquitoes <sup>14</sup>*

The assessment serve to protect the businesses and industries in the Annexation Area. This is a direct advantage and special benefit to property in the Annexation Area.

#### **REDUCED RISK OF NUISANCE AND LIABILITY ON PROPERTY IN THE ANNEXATION AREA**

In addition to health related factors, uncontrolled mosquito and vector populations create a nuisance for residents, employees, customers, tourists, farm workers and guests in the Annexation Area. Properties in the Annexation Area benefit from the reduced nuisance factor that is created by the Services. Agricultural and rangeland properties also benefit from the reduced nuisance factor and harm to livestock and employees from lower mosquito and vector populations.

Agricultural, range, golf course, cemetery, open space and other such lands in the Annexation Area contain large areas of mosquito and vector habitat and are therefore a significant source of mosquito and vector populations. In addition, residential and business properties in the Annexation Area can also contain significant sources.<sup>15</sup> It is conceivable that sources of mosquitoes could be held liable for the transmission of diseases or other harm. For example, in August 2004, the City of Los Angeles approved new fines of up to \$1,000 per day for property owners who don't remove standing water sources of mosquitoes on their property.

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<sup>13</sup> S. Geiser, A. Seitzinger, P. Salazar, J. Traub-Dargatz, P. Morley, M. Salman, D. Wilmot, D. Steffen, W. Cunningham, Economic Impact of West Nile Virus on the Colorado and Nebraska Equine Industries: 2002, April 2003, Available from

[http://www.aphis.usda.gov/vs/ceah/cnabs/nahms/equine/wnv2002\\_CO\\_NB.pdf](http://www.aphis.usda.gov/vs/ceah/cnabs/nahms/equine/wnv2002_CO_NB.pdf)

<sup>14</sup> . Jennings, Allen. (2001). USDA Letter to EPA on Fenthion IRED. United States Department of Agriculture, Office of Pest Management Policy. March 8, 2001.

<sup>15</sup> . Sources of mosquitoes on residential, business, agricultural, range and other types of properties include removable sources such as containers that hold standing water.

The Services provided by the District reduce the mosquito and vector related nuisance and health liability to properties in the Annexation Area. The reduction of that risk of liability constitutes a special benefit to property in the Annexation Area and this special benefit would not be received in absence of the Services funded by the assessments.

#### **IMPROVED MARKETABILITY OF PROPERTY.**

As described previously, the Services specially benefit properties in the Annexation Area by making them more useable, livable and functional. The Services also make properties in the Annexation Area more desirable, and more desirable properties also benefit from improved marketability. This is another tangible special benefit to certain property in the Annexation Area which is not enjoyed in absence of the Services.<sup>16</sup>

#### **BENEFIT FINDING**

In summary, the special benefits described in this Report and the expansion and provision of Services to the Annexation Area directly benefits and protects the real properties in the Annexation Area in excess of the assessments for these properties. Therefore, the assessment engineer finds that the cumulative special benefits to property from the Services are reasonably equal to or greater than the assessment of \$17.26 per benefit unit.

#### **GENERAL VS. SPECIAL BENEFIT**

Article XIIC of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund the special benefits to property in the assessment area but cannot fund any general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

<b>Total Benefit</b>	<b>=</b>	<b>General Benefit</b>	<b>+</b>	<b>Special Benefit</b>
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There is no widely-accepted or statutory formula for general benefit from vector control services. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received

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<sup>16</sup> . If one were to compare two hypothetical properties with similar characteristics, the property with lower mosquito infestation and reduced risk of vector-borne disease will clearly be more desirable, marketable and usable.

by other properties. General benefits are conferred to properties located “in the district,<sup>17</sup>” but outside the narrowly-drawn Assessment District and to “the public at large.” SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements and services funded by the assessments.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	<b>=</b>	<b>Benefit to real property outside of improvement district</b>	<b>+</b>	<b>Benefit to real property inside of improvement district</b>	<b>+</b>	<b>Benefit to public at large</b>
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, the overwhelming proportion of the benefits conferred to property is special, since the advantages from the mosquito and disease protection funded by the Assessments are directly received by the properties in the Assessment District and are only minimally received by property outside the Assessment District or the public at large.

Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIII D, sections 2(i) & 4(f).) Significantly, with the assessment, there were previously no mosquito related services being provided to the Annexation Area by any federal, state or local government agency. Consequently, there were previously no mosquito control related general benefits being provided to the Service Area and any new

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<sup>17</sup> SVTA vs. SCCOSA explains as follows:

OSA observes that Proposition 218’s definition of “special benefit” presents a paradox when considered with its definition of “district.” Section 2, subdivision (i) defines a “special benefit” as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” (Art. XIII D, § 2, subd. (i), italics added.) Section 2, subdivision (d) defines “district” as “an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service.” (Art. XIII D, § 2, subd. (d), italics added.) In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”

We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special.

and extended service provided by the District is over and above this zero baseline. Arguably, all of the Services funded by the assessment therefore would be a special benefit because the Services would particularly and distinctly benefit and protect the Service Area over and above the baseline benefits and service of zero.

Nevertheless, arguably some of the Services would benefit the public at large and properties outside the Annexation Area. In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

(In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided to property in the assessment district. Similar to the assessments in Pomona that were validated by Dahms, the Assessments described in this Engineer's Report fund mosquito, vector and disease control services directly provided to property in the assessment area. Moreover, as noted in this Report, the Services directly reduce mosquito and vector populations on all property in the assessment area. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.)

#### **CALCULATING GENERAL BENEFIT**

Consistent with footnote 8 of SVTA v. SCCOSA, and for the reasons described above, the District has determined that all parcels in the Annexation Area receive a shared direct advantage and special benefit from the Services. The Services directly and particularly serve and benefit each parcel, and are not a mere indirect, derivative advantage. As explained above, Proposition 218 relies on the concept of "over and above" in distinguishing special benefits from general benefits. As applied to an assessment proceeding concurrent with the annexation of new territory and extension of services to that territory, this concept means that the baseline general benefits are zero and that all vector control services, which provide direct advantage to property in the Annexation Area, are over and above the zero baseline and therefore are special.

Nevertheless, the Services may provide a degree of general benefit, in addition to the predominant special benefit. This section provides a conservative measure of the general benefits from the assessments.

#### **BENEFIT TO PROPERTY OUTSIDE THE DISTRICT**

Properties within the Assessment District receive almost all of the special benefits from the Services because the Services funded by the Assessments are provided directly to protect property within the Assessment District from mosquitoes and vector-borne disease. However, properties adjacent to, but just outside of, the boundaries may receive some benefit from the Services in the form of reduced mosquito populations on property outside the Annexation Area. Since this benefit, is conferred to properties outside the district



boundaries, it contributes to the overall general benefit calculation and are not funded by the assessment.

A measure of this general benefit is the proportion of Services that affect properties outside of the Annexation Area. Each year, the District provides some of its Services in areas near the boundaries of the Annexation Area. By abating mosquito populations near the borders of the Annexation Area, the Services provide benefits in the form of reduced mosquito populations and reduced risk of disease transmission to properties just outside the Annexation Area – in this case including portions of San Francisco County, Santa Clara County and the original district. If mosquitoes were not controlled inside the Annexation Area, more of them would fly from the Annexation Area. Therefore control of mosquitoes within the Annexation Area provides some benefit to properties outside the Annexation Area but within the normal flight range of mosquitoes, in the form of reduced mosquito populations and reduced vector-borne disease transmission. This is a measure of the general benefits to property outside the Annexation Area because this is a benefit from the Services that is not specially conferred upon property in the assessment area.

The mosquito potential outside the Annexation Area is based on studies of mosquito dispersion concentrations. Mosquitoes can travel up to two miles, on average, so this destination range is used. Based on studies of mosquito destinations, relative to parcels in the Annexation Area average concentration of mosquitoes from the Annexation Area on properties within two miles of the Annexation Area is calculated to be 6%.<sup>18</sup> This relative vector population reduction factor within the destination range is combined with the number of parcels outside the Annexation Area and within the destination range to measure this general benefit and is calculated as follows:

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<sup>18</sup> Tietze, Noor S., Stephenson, Mike F., Sidhom, Nader T. and Binding, Paul L., "Mark-Recapture of *Culex Erythrothorax* in Santa Cruz County, California", Journal of the American Mosquito Control Association, 19(2):134-138, 2003.

**Criteria:**

Mosquitoes may fly up to 2 MILES from their breeding source.

100,320 parcels within 2 miles of, but outside of the District, may receive some mosquito and disease protection benefit

6% portion of relative benefit that is received

85,403 Parcels in the Assessment District

**Calculations:**

Total Benefit = 100,320 parcels \* 6% = 6,019 parcels equivalents

Percentage of overall parcel equivalents =  $6,019 / (6,019 + 100,320) = 5.6\%$

Therefore, for the overall benefits provided by the Services to the Annexation Area, it is determined that 5.6% of the benefits would be received by the parcels within two miles of the Annexation Area boundaries. The engineer has rounded 5.6% up to 7.0% in order to add additional conservatism.

**BENEFIT TO PROPERTY *INSIDE* THE DISTRICT THAT IS *INDIRECT AND DERIVATIVE***

The "indirect and derivative" benefit to property within the Assessment District is particularly difficult to calculate. As explained above, all benefit within the Annexation Area is special because the mosquito and disease control services in the Annexation Area would provide direct service and protection that is clearly "over and above" and "particular and distinct" when compared with the lack of such protection under pre-annexation conditions. Further the properties are within the Assessment District boundaries and this Engineer's Report demonstrates the direct benefits received by individual properties from mosquito and disease control services.

In determining the Annexation Area boundaries, the District was careful to limit it to an area of parcels that directly receive the Services. All parcels directly benefit from the surveillance, monitoring and treatment that are provided on an equivalent basis throughout the Annexation Area in order to maintain the same level of protection against mosquitoes and reduced mosquito populations throughout the area. The surveillance and monitoring sites are spread on a balanced basis throughout the area. Mosquito control and treatment are provided as needed throughout the area based on the surveillance and monitoring results. The shared special benefit - reduced mosquito levels and reduced presence of vector-borne diseases - are received on an equivalent basis by all parcels in the Annexation Area. Furthermore, all parcels in the Assessment District directly benefit from the ability to request service from the District and to have a District field technician promptly respond directly to the parcel and address the owner's or resident's service need.

The SVTA vs. SCCOSA decision indicates that the fact that a benefit is conferred throughout the assessment district area does not make the benefit general rather than special, so long as the assessment district is narrowly drawn and limited to the parcels directly receiving shared special benefits from the service. This concept is particularly applicable in situations involving a landowner-approved assessment-funded extension of a local government service to benefit lands previously not receiving that particular service. The District therefore concludes that, other than the small general benefit to properties outside the Assessment District (discussed above) and to the public at large (discussed below), all of the benefits of the Services to the parcels within the Assessment District are special benefits and it is not possible or appropriate to separate any "indirect and derivative" general benefits from the benefits conferred on parcels in the Annexation Area.

#### **BENEFIT TO THE PUBLIC AT LARGE**

With the type and scope of Services provided to the Assessment Area, it is very difficult to calculate and quantify the scope of the general benefit conferred on the public at large. Because the Services directly serve and benefit all of the property in the Assessment Area, any general benefit conferred on the public at large would be small. Nevertheless, there would be some indirect general benefit to the public at large.

The public at large uses the public highways and other regional facilities, and when traveling in and through the Assessment Area they benefit from the Services. A fair and appropriate measure of the general benefit to the public at large therefore is the amount of highway and other regional facilities area within the Assessment Area relative to the overall land area. An analysis of maps of the Assessment Area shows that approximately 1% of the land area in the Assessment Area is covered by highways and other regional facilities. This 1% therefore is a fair and appropriate measure of the general benefit to the public at large within the Assessment Area

#### **SUMMARY OF GENERAL BENEFITS**

Using a sum of the measures of general benefit for the public at large and land outside the Assessment Area, we find that approximately 8.0% of the benefits conferred by the Mosquito and Disease Control Assessment may be general in nature and should be funded by sources other than the assessment.

<b>General Benefit Calculation</b>			
	<b>7.0%</b>	<b>(Outside the Assessment District)</b>	
<b>+</b>	<b>0.0%</b>	<b>(Property within the Assessment District)</b>	
<b>+</b>	<b>1.0%</b>	<b>(Public at Large)</b>	

The North and West County Mosquito and Disease Control Assessment District's total budget for mosquito and vector abatement, disease control, and capital improvement is \$1,495,061. Of this total budget amount, the District will contribute at least 8% of the total budget from sources other than the Assessment District. This contribution shall fund any general benefits from the North and West County Mosquito and Disease Control Assessment District's Services. Such contribution exceeds the estimated general benefits from the assessments.

## METHOD OF ASSESSMENT

As previously discussed, the assessments fund comprehensive, year-round mosquito control and disease surveillance and control Services that clearly confer special benefits to properties in the Assessment Area. These benefits can partially be measured by the property owners, guests, employees, tenants, pets and animals who enjoy a more habitable, safer and more desirable place to live, work or visit. As noted, these benefits ultimately flow to the underlying property.

In apportioning assessments to determine the relative special benefit for each property it is necessary to determine the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single family home on an average sized residential parcel. The "benchmark" property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, a fixed assessment amount per parcel for all residential improved property was considered but was determined to be inappropriate because agricultural lands, commercial property and other property also receive benefits from the assessments. Likewise, an assessment exclusively for agricultural land was considered because the sources of mosquitoes and vectors are generally located on such property. However, other types of property, such as residential and commercial, also receive the special benefit factors listed above from reduced mosquito and vector populations that would otherwise fly or migrate to these properties and/or to the inhabited community areas. Furthermore, residential properties can and do generate their own populations of mosquito and vector organisms.

A fixed or flat assessment was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to a property that covers several acres in comparison to a smaller commercial property that is on a 0.25 acre site because the larger property generally has a larger coverage area and higher usage by employees, customers, tourists and guests that would benefit from reduced mosquito and vector populations as well as the reduced threat

from diseases carried by mosquitoes and other vectors. This benefit ultimately flows to the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

Therefore, the Engineer determined that the appropriate method of assessment should be based on the type and potential use of property, the relative size of the property and its location. This method is further described below.

## ZONES OF BENEFIT

The boundaries of the Assessment Area were carefully drawn to include the properties in San Mateo County that currently do not receive mosquito and disease control services and that would materially benefit from the Services. Such parcels are in areas with a material population of people, pets and livestock on the property. The current and future population of property is a conduit of benefit to property because people, pets and livestock are ultimately affected by mosquitoes and vector-borne diseases and the special benefit factors of desirability, utility, usability, livability and marketability are ultimately determined by the population and usage potential of property.

The SVTA vs. SCCOSA decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”*

We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefitting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district's property values).

In the Assessment Area, the advantage that each parcel receives from the mosquito control services is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the assessment. Therefore, the even spread of assessment throughout the narrowly drawn district is indeed consistent with the OSA decision.

Within the Assessment Area zones of benefit are not justified or needed because the Services are provided relatively evenly across the entire area and for all parcels within the Assessment Area' boundaries, and the surveillance, monitoring and treatment are applied in such a manner as to attain a relatively even level of mosquito control throughout the area.

The District's mosquito, vector, and disease control programs, projects and services that are funded by the North and West County Mosquito and Disease Control Assessment District are provided in all areas within the Annexation Area boundaries. Parcels of similar type in the Annexation Area would receive similar mosquito and vector abatement services and benefits on a per parcel and land area basis. Therefore, zones of benefit are not justified.

## ASSESSMENT APPORTIONMENT

The special benefits derived from the North and West County Mosquito and Disease Control Assessment District are conferred on property and are not based on a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who do or could use the property and who enjoy the special benefits described above. Therefore, the opportunity to use and enjoy the region within the Annexation Area without the excessive nuisance, diminished "livability" or the potential health hazards brought by mosquitoes, vectors, and the diseases they carry is a special benefit to properties in the Annexation Area. This benefit is related to the number of people who potentially live on, work at, visit or otherwise use the property because people ultimately determine the value of the benefits by choosing to live, work and/or recreate in the area, and by choosing to purchase property in the area.

### RESIDENTIAL PROPERTIES

All improved residential properties that represent a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses, and townhomes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties, along with condominiums, benefit from the services and improvements in proportion to the number of dwelling units that occupy each property, the average number of people who reside in each property, and the average size of each property in relation to a single family home in San Mateo County. This Report analyzed San Mateo County population density factors from the 2000 US Census as well as average dwelling unit size for each property type. After determining the Population Density Factor and Square Footage Factor for each property type, an SFE rate is generated for each residential property structure, as indicated in Table 3 below.

The SFE factor of 0.32 per dwelling unit for multifamily residential properties applies to such properties with 20 or fewer units. Properties in excess of 20 units typically offer on-site management, monitoring and other control services that tend to offset some of the benefits provided by the mosquito abatement district. Therefore the benefit for properties in excess of 20 units is determined to be 0.32 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

TABLE 3 RESIDENTIAL ASSESSMENT FACTORS

	<i>Total Population</i>	<i>Occupied Households</i>	<i>Persons per Household</i>	<i>Pop. Density Equivalent</i>	<i>SqFt Factor</i>	<i>Proposed Rate</i>
Single Family Res	444,691	147,465	3.02	1.00		1.00
Condominium	64,797	22,179	2.92	0.97	0.70	0.68
Multi-Family Resid	180,497	81,209	2.22	0.74	0.43	0.32
Mobile Home on S	6,108	2,851	2.14	0.71	0.30	0.21

Source: 2000 Census, San Mateo County and property dwelling size information from the San Mateo County Assessor

### COMMERCIAL/INDUSTRIAL PROPERTIES

The commercial and industrial properties are generally open and operated for more limited times, relative to residential properties. Therefore, the relative hours of operation can be used as a measure of benefits, since residents and employees also provide a measure of the relative benefit to property. Since commercial and industrial properties are typically open and occupied by employees approximately one-half the time of residential properties, it is reasonable to assume that commercial land uses receive one-half of the special benefit on a land area basis relative to single family residential property.

The average size of a single family home with 1.0 SFE factor in San Mateo County is 0.20 acres. Therefore, a commercial property with 0.20 acres receives one-half the relative benefit, or a 0.50 SFE factor.

The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously are also related to the average number of people who work at commercial/industrial properties.

To determine employee density factors, this Report utilizes the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") because these findings were approved by the State Legislature which determined the SANDAG Study to be a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24. As presented in Table 4, the SFE factors for other types of businesses are determined relative to their typical employee density in relation to the average of 24 employees per acre of commercial property.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per fifth acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres. Institutional properties that

are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

Table 4 below lists the benefit assessment factors for business properties.

**TABLE 4 COMMERCIAL/INDUSTRIAL BENEFIT ASSESSMENT FACTORS**

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre <sup>1</sup></i>	<i>SFE Units per Fraction Acre <sup>2</sup></i>	<i>SFE Units per Acre After 5</i>
Commercial	24	0.500	0.500
Office	68	1.420	1.420
Shopping Center	24	0.500	0.500
Industrial	24	0.500	0.500
Self Storage or Parking Lot	1	0.021	
Golf Course	0.80	0.033	
Cemeteries	0.10	0.004	
Agriculture	0.05	0.002	

\* SFE rate shown is for the first 5 acres of parcel size. Additional acreage is benefited at the rate

1. Source: San Diego Association of Governments Traffic Generators Study.

2. The SFE factors for commercial and industrial parcels indicated above are applied to each fifth acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

### VACANT PROPERTIES

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties. However, vacant properties are assessed at a lower rate due to the lack of active benefits. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the assessed valuation data from the County of San Mateo found that 50% of the assessed value of improved properties is classified as land value. It is reasonable to assume, therefore, that approximately 50% of the benefits are related to the underlying land and 50% are related to the day-to-day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.50 per parcel.

### OTHER PROPERTIES

Article XIIID stipulates that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. All properties that are specially benefited are assessed. Public right-of-way parcels, well, reservoir or other water rights parcels that cannot be developed into other improved uses, limited access open space parcels, watershed parcels and common area parcels typically do not generate employees, residents, customers or guests. Moreover, many of these parcels have limited economic value and, therefore, do not benefit from



specific enhancement of property value. Such parcels are, therefore, not specially benefited and are not assessed.

Other publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Church parcels and property used for educational purposes typically generate employees on a less consistent basis than other non-residential parcels. Many of these parcels also provide some degree of on-site amenities that serve to offset some of the benefits from the San Mateo County Mosquito and Vector Control District. In addition, the District maintains reciprocal use arrangements with many educational properties that allow for the public, recreational use of these properties. Such public use tends to reduce the use and wear of District facilities. Therefore, these parcels receive minimal benefit and are assessed an SFE factor of 1.

#### **APPEALS AND INTERPRETATION**

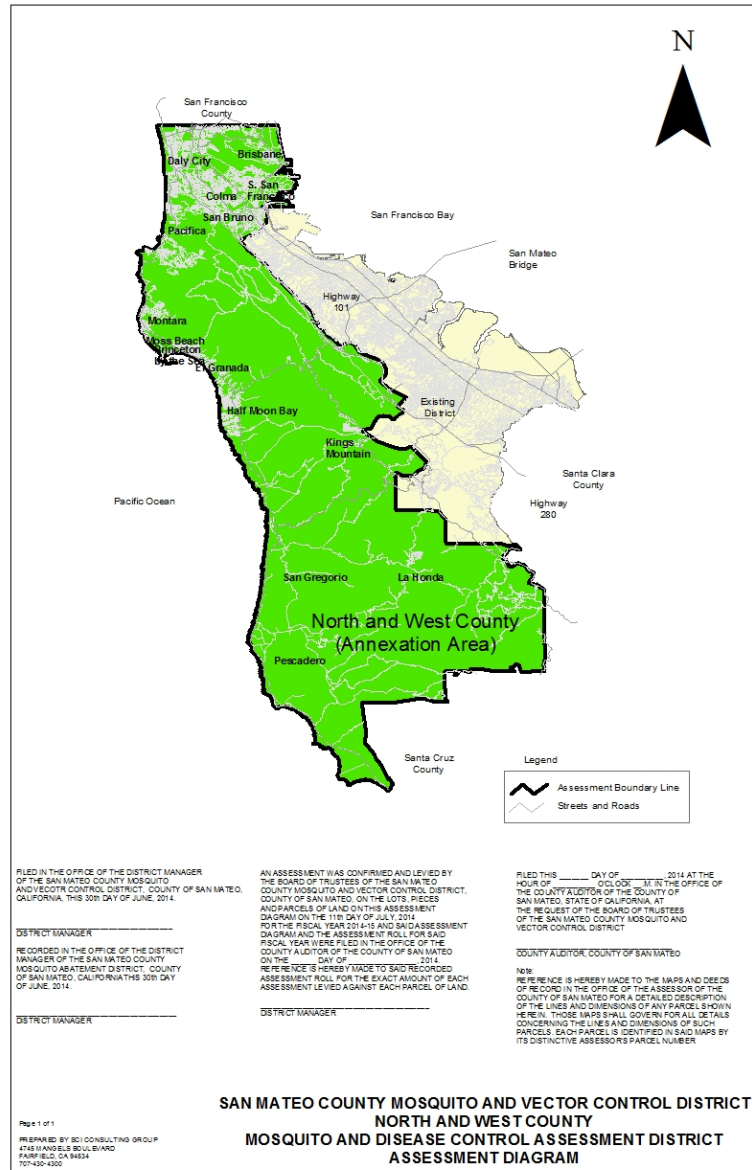
Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the District Manager of the San Mateo County Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of San Mateo for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board. The decision of the Board shall be final.

#### **DURATION OF ASSESSMENT**

It is proposed that the Assessment be levied for fiscal year 2014-15 and every year thereafter, so long as mosquitoes remain in existence and the San Mateo County Mosquito and Vector Control District requires funding from the Assessment for its Services in the Assessment Area. As noted previously, if the Assessment and the duration of the Assessment are approved by property owners in an assessment ballot proceeding, the Assessment can be levied annually after the San Mateo County Mosquito and Vector Control District Board of Trustees approves an annually updated Engineer's Report, budget for the Assessment, Services to be provided, and other specifics of the Assessment. In addition, the District Board of Trustees must hold an annual public hearing to continue the Assessment.

# ASSESSMENT DIAGRAM

The North and West County Mosquito and Disease Control Assessment District include all properties within the boundaries of the Annexation Area. The boundaries of the North and West County Mosquito and Disease Control Assessment District are displayed on the following Assessment Diagram.



## ASSESSMENT ROLL

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Reference is hereby made to the Assessment Roll in and for said assessment proceedings on file in the office of the District Manager of the District, as said Assessment Roll is too voluminous to be bound with this Engineer's Report.



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

**RESOLUTION M-009-14**

**A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS, PRELIMINARILY  
APPROVING THE ENGINEER’S REPORT, AND PROVIDING  
NOTICE OF A PUBLIC HEARING FOR THE NORTH AND WEST COUNTY  
MOSQUITO AND DISEASE CONTROL ASSESSMENT DISTRICT**

**WHEREAS**, the San Mateo County Mosquito and Vector Control District (formerly known as the San Mateo County Mosquito Abatement District) (“District”) was established in 1953 as a special district of the State of California covering certain portions of San Mateo County; and

**WHEREAS**, the mission of the District is to protect the public health by controlling mosquitoes and other disease carrying insects and monitoring and testing for diseases transmitted by insects and rodents; and

**WHEREAS**, the District’s previous jurisdictional boundaries include the cities and communities of Atherton, Belmont, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Portola Valley, Redwood City, San Carlos, San Mateo, Woodside, Burlingame Hills, East Palo Alto, Emerald Lake, Fair Oaks, Ladera, Los Trancos Woods, the Highlands of San Mateo, Redwood Shores, certain parcels in San Bruno, and other unincorporated areas in San Mateo County generally located east of Interstate 280; and

**WHEREAS**, in 2003, the District annexed the cities of Brisbane, Colma, Daly City, South San Francisco and most parcels in San Bruno; and communities located west of I-280 such as Ano Nuevo, Half Moon Bay, El Granada, and Pacifica, and other unincorporated areas in San Mateo County generally located west of Interstate 280 (the “North and West County Areas”); and

**WHEREAS**, an Engineer’s Report (“Report”) has been submitted to the District Board (“Board”) by SCI Consulting Group, Inc. (formerly Shilts Consultants, Inc.), in which an assessment is proposed to fund the cost of providing services in the North and West County Areas. This proposed assessment shall be described as the “North and West County Mosquito and Disease Control Assessment District” hereinafter the (“Assessment District”) of the San Mateo County Mosquito and Vector Control District.

**NOW, THEREFORE, BE IT RESOLVED**, that SCI Consulting Group., the Engineer of Work, prepared Report in accordance with Article XIID of the California Constitution and the Health and Safety Code. Report has been made, filed with the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

**BE IT FURTHER RESOLVED** that Board intends to continue to levy and collect annual assessments within the Assessment District to fund the cost of providing mosquito and disease control services and the proposed projects and services set forth in the engineer's report. Within Assessment District, the proposed projects and services are generally described as mosquito and vector control services such as surveillance, source reduction, larvicide and adulticide applications, disease monitoring, public education, reporting, accountability, research and interagency cooperative activities.

**BE IT FURTHER RESOLVED** that Assessment District consists of the lots and parcels shown on the assessment diagram of the Assessment District, on file with the San Mateo County Mosquito and Vector Control District Manager, and reference is hereby made to such diagram for further particulars.

**BE IT FURTHER RESOLVED** that reference is hereby made to the Report for a full and detailed description of the proposed projects and services, the boundaries of the Assessment District and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

**BE IT FURTHER RESOLVED** that the estimated fiscal year 2014-15 cost of providing the District's services is \$1,495,061.00. This cost results in a proposed assessment rate of SEVENTEEN DOLLARS AND TWENTY-SIX CENTS (\$17.26) per single-family equivalent benefit unit for fiscal year 2014-15. The assessments are proposed to be levied annually. If the proposed assessments are approved and confirmed by the Board, the assessments may increase in future years by an amount equal to the annual change in the Bay Area Consumer Price Index, not to exceed 3% (three percent) per year without a further vote or balloting process. For 2014-15, the assessments rate of \$17.26 will not increase and will remain the same as the previous three fiscal years. The actual CPI increase was 2.0% for 2014-15.

**BE IT FURTHER RESOLVED** that a public hearing shall be held, before this Board at the District Headquarters as follows: on Wednesday, May 14, 2014 at the hour of 6:00 – 6:30 p.m. for the purpose of hearing input from property owners regarding the proposed Assessment District and this Board's determination whether the public interest, convenience and necessity require the projects and services and this Board's final action upon the Engineer's Report and the assessments therein.

The foregoing resolution was duly passed by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting by the following vote on a roll call:

	Yes	No	Abstain	Absent
Mason Brutschy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Cairo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valentina Cogoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter DeJarnatt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christine Fuller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Galligan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louis Gotelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Hedlund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wade Leschyn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathryn Lion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kati Martin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Maynard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon Nickolas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. James Ridgeway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Riechel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Rutherford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Betsey Schneider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Seifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. D. Scott Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Tagg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rick Wykoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Totals:				

APPROVED AND DATED this 14<sup>th</sup> day of May, 2014 after its passage.

ATTEST:

APPROVED:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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## PROOF OF PUBLICATION

FILE NO. B.Gay

In the matter of

San Mateo County Times

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

The PUBLIC NOTICE

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

4/28/2014

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

Dated: April 28, 2014



Public Notice Advertising Clerk

Legal No. 0005163737

### NOTICE OF PUBLIC HEARING FOR THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT, NORTH AND WEST COUNTY MOSQUITO AND DISEASE CONTROL ASSESSMENT FOR FISCAL YEAR 2014-15.

Notice is hereby given that the Board of Trustees of the San Mateo County Mosquito and Vector Control District intends to conduct a public hearing for the continuation of the benefit assessment in fiscal year 2014-15 to fund the District's mosquito and disease control services and projects within North and West San Mateo County. The public hearing to consider the ordering of services and projects, and levy of the assessment for fiscal year 2014-15 shall be held on Wednesday, May 14, 2014 at 6:00 p.m. at the regular meeting place of the Board of Trustees located at 1351 Rollins Road, Burlingame, California. The proposed assessment rate for the mosquito and disease control assessment is SEVENTEEN DOLLARS AND TWENTY SIX CENTS (\$17.26) per single family equivalent for fiscal year 2014-15. There is NO INCREASE from 2013-14. The assessment has remained the same as the previous three fiscal years. Members of the public are invited to provide comment at the public hearing, or in writing, which is received by the District on or before Wednesday, May 14, 2014. If you desire additional information concerning the above, please contact the San Mateo County Mosquito and Vector Control District at (650) 344-8592.  
SMCT#5163737 April 28, 2014

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

**NORTH AND WEST COUNTY MOSQUITO  
AND DISEASE CONTROL ASSESSMENT**

**FISCAL YEAR 2014-15 LEVY**

**PROPOSED TIMELINE**

<b><u>Date</u></b>	<b><u>Task to be Completed</u></b>
April 23	Complete and file the Preliminary Engineer's Report with District Staff
May 7	Include Preliminary Engineer's Report in Board Pre-Package
May 14	<b><u>Board Meeting:</u></b> Passage of Resolution accepting the Preliminary Engineer's Report and scheduling the Public Hearing
May 21	Complete and file Final Engineer's Report with District Staff
June 1	Publish notice of public hearing (Publish Resolution of Intention, at least 10 days before Public Hearings).
June 4	Include Final Engineer's Report in Board Pre-Package
June 11	<b><u>Board Meeting:</u></b> Public Hearing and approval of Resolution accepting Final Engineer's Report and directing the levying of annual assessments
July 18	Submission of assessments to County Auditor



Agenda Item # 4.B

**REGULAR AGENDA**

**SUBJECT: Public Health Education and Outreach Program Proposal.**

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**RECOMMENDATION**

Recommend the Board of Trustees introduce a motion to approve the budgeting for a Public Health Education and Outreach Program that includes a new staff member for FY 2014-15 for a three year period.

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**BACKGROUND AND STATUS:**

The District Management and Trustee Environmental and Public Outreach Committee are requesting the Board approve a new position the Public Health Education and Outreach Officer (PHEO) for a three-year period where the program will then be appraised by the Board for continuation, adjustment, or closure.

The PHEO will plan and administer all aspects of the District's public education/outreach program, and works together with the Office Administrator, Assistant Manager, Laboratory Director, and Finance Director to assist the District Manager with planning, directing, and evaluating the District's overall public outreach.

The PHEO is a Fair Labor Standards Act non-exempt position which would be supervised by the District Manager.

The PHEO would apply their knowledge of public health and all forms of communication to develop and administer the District's public education and outreach program. He or she creates/manages programs targeting residents of various ages and demographics, community organizations, local and regional media, city, county, and State governments, and others as necessary to inform the public and promote District services or events. The PHEO would be a member of the District's management collective that assists the District Manager with planning, directing, and evaluating the District's overall public outreach programs.

The requested PHEO's duties and minimum qualifications are outlined in the provided position description and a recommended salary scale is included.

Ms. Andrea Sprockett, M.S. International Public Health will provide a presentation of the proposed public health education and outreach program.

**REFERENCE MATERIALS ATTACHED:**

- A. Public Health Education and Outreach Program Proposal
  - a. Executive Summary
    - i. Initial Activities
    - ii. Program Sustainability and Growth
  - b. Public Health Education & Outreach Officer Position Justification
  - c. Program Summary
    - i. Introduction
    - ii. Framework (PRECEDE-PROCEDE)
    - iii. Target Groups
    - iv. Timeline and Activities
    - v. Details of Primary Activities and Objectives
      - 1. Develop District brand
      - 2. Formative research
      - 3. Website redesign
      - 4. Media Education and Outreach
        - a. Suggestions for future programming
      - 5. Adult education and outreach
        - a. Suggestions for future programming
      - 6. School-age education program
        - a. Suggestions for future programming
    - vi. Evaluation
      - 1. Process evaluation
      - 2. Outcome evaluation
      - 3. Branding evaluation
      - 4. Website redesign
      - 5. Media education and outreach evaluation
      - 6. Adult education and outreach evaluation
      - 7. School-age student evaluation
      - 8. Sustainability
      - 9. Program growth
  - d. Initial Logic Model
  - e. Position Description for Public Health Education & Outreach Officer
  - f. Three Year Overview
  - g. References
  - h. Salary Schedule
- B. List of Districts with Public Health Education and Outreach Programs with a designated staff member. (Show where San Mateo would be positioned if we were to hire a Public Health Education and Outreach Officer)

**MONTHLY SALARY SCHEDULE  
PUBLIC HEALTH EDUCATION & OUTREACH OFFICER  
AMOUNTS ARE LISTED AS HOURLY RATE. PER PAY AMOUNTS DIFFER (26 PAYS EACH YEAR)**

Seven Step Salary Schedule								
Effective Date	% Increase	1	2	3	4	5	6	7
07/01/14	3.58%	30.09	31.92	33.76	35.58	37.40	39.21	43.38
	<b>Per Pay</b>	<b>2,407.20</b>	<b>2,553.60</b>	<b>2,700.80</b>	<b>2,846.40</b>	<b>2,992.00</b>	<b>3,136.80</b>	<b>3,470.40</b>
	<b>Per Year</b>	<b>62,587.20</b>	<b>66,393.60</b>	<b>70,220.80</b>	<b>74,006.40</b>	<b>77,792.00</b>	<b>81,556.80</b>	<b>90,230.40</b>
	<b>Per Month</b>	<b>5,215.60</b>	<b>5,532.80</b>	<b>5,851.73</b>	<b>6,167.20</b>	<b>6,482.67</b>	<b>6,796.40</b>	<b>7,519.20</b>

<b>Total Monthly Compensation (including benefits) paid by District</b>			
<b>Salary</b>	5,216	5,533	5,852
<b>Medical</b>	1,700	1,700	1,700
<b>Dental</b>	171	171	171
<b>Vision</b>	23	23	23
<b>Long Term Disability</b>	38	38	38
<b>Aflac</b>	26	26	26
<b>Retirement</b>	770	770	770
	<b>7,944</b>	<b>8,261</b>	<b>8,580</b>
<b>Annual Compensation with benefits</b>	<b>95,326</b>	<b>99,132</b>	<b>102,960</b>

<b>PUBLIC OUTREACH PROGRAM BUDGET 2014 / 2015</b>	
<b>General Fund:</b>	
Salary & Benefits	95,326
Educational Materials / Fairs	1,000
Presentations / Displays	4,000
Promotional Items	4,000
Media Advertising / Rebranding	60,000
<b>Total General Fund</b>	<b>164,326</b>
<b>Capital Fund:</b>	
Website Upgrade	15,000
Laptop Computer / Workstation	2,600
<b>Total Capital Fund</b>	<b>17,600</b>
<b>Total Public Outreach Budget</b>	<b>181,926</b>

**Districts with Public Health Education and Outreach Programs with a designated staff member**

District	Revenue 2013	Public Outreach Position
No. Salinas Valley MAD	\$ 1,366,000.00	Biologist-Educational Coordinator
Northwest MVCD	\$ 1,909,000.00	Public Education Specialist
Shasta MVCD	\$ 2,229,057.00	Biologist-Information Specialist
West Valley MVCD	\$ 2,413,121.00	Public Outreach Coordinator
Butte MVCD	\$ 2,895,284.00	Public Education Coordinator
Placer MVCD	\$ 3,205,686.00	Public Relations/Community Education
San Gabriel Valley MVCD	\$ 3,252,349.00	Education Specialist
Alameda County MAD	\$ 3,447,792.00	Environmental Specialist
<b>San Mateo MVCD</b>	<b>\$ 3,726,159.00</b>	<b>Public Health Education &amp; Outreach Officer</b>
Alameda County VCSD	\$ 4,860,000.00	Community Relations Coordinator
Contra Costa MVCD	\$ 5,647,135.00	Public Affairs Manager Community Affairs Representative
San Joaquin MVCD	\$ 7,500,000.00	Public Information Officer
Marin-Sonoma MVCD	\$ 7,871,701.00	Public Relations Director Education Program Specialist
Santa Clara VCD	\$ 5,582,158.00	Community Resource Specialist Health Education Associate
LA West VCD	\$ 7,100,503.00	Public Education Specialist IV
Coachella Valley MVCD	\$ 7,637,571.00	Public Information Officer Community Educator
Sac-Yolo MVCD	\$ 9,483,296.00	Public Information Officer Outreach Coordinator
Orange VCD	\$ 9,711,703.00	Public Outreach Coordinator Outreach Assistant
Greater LA VCD	\$ 9,753,754.00	Public Information Officer Education Program Specialist Education Program Assistant

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

**Proposal for Public Health Education and Outreach Officer**

**May 2014**

**Table of Contents**

**EXECUTIVE SUMMARY ..... 1**  
**Initial Activities.....1**  
**Program Sustainability and Growth.....2**

**PUBLIC HEALTH EDUCATION & OUTREACH OFFICER POSITION  
JUSTIFICATION ..... 3**

**PROGRAM SUMMARY ..... 3**  
**Introduction .....3**  
**Framework (PRECEDE-PROCEDE).....4**  
**Target Groups.....5**  
**Timeline and Activities.....5**  
**Details of Primary Activities and Objectives.....7**

**EVALUATION ..... 12**  
**Process Evaluation.....12**  
**Outcome Evaluation .....12**

**SUSTAINABILITY ..... 14**

**PROGRAM GROWTH..... 14**

**DRAFT LOGIC MODEL ..... 15**

**PUBLIC HEALTH OUTREACH OFFICER JOB DESCRIPTION..... 16**

**THREE YEAR OVERVIEW..... 19**

**REFERENCES..... 21**

## Executive Summary

The San Mateo County Mosquito and Vector Control District has identified a gap in the provision of its mission, with a need to provide public health education and outreach. Successful vector management requires strategies that combine epidemiologic interventions with education.<sup>11</sup> Educational programs have reduced vector incidence rates by as much as 75%,<sup>14</sup> significantly decreased the number of mosquitos in areas that received structured education,<sup>11</sup> decreased rates of vector-borne disease,<sup>5</sup> and increased community willingness to fund vector prevention activities.<sup>6</sup> Education delivered through appropriate methods, combined with necessary educational outreach, are critical to meet all aspects of the various vector management and control needs of San Mateo County's communities.

The Public Health Education & Outreach Officer will meet unique community needs through tailored education and outreach activities founded in evidence-based public health (EBPH). EBPH connects research with community needs and preferences to positively impact population health. It includes community needs assessment, priority setting, program design, program implementation, and program evaluation – all steps that will be led by the Public Health Education & Outreach Officer. Using EBPH results in sustainable and efficient programs that strengthen community health,<sup>23</sup> critical components to build community capacity to sustain healthy program impacts.<sup>6</sup>

The primary roles of the Public Health Education & Outreach Officer are to increase San Mateo County Mosquito and Vector Control District brand awareness and to empower citizens to successfully manage and eliminate vectors. The Public Health Education & Outreach Officer will create a strong brand presence for San Mateo County Mosquito and Vector Control District, including raising awareness of the role of San Mateo County Mosquito and Vector Control District, building a positive media presence, developing constituent-focused educational and outreach materials about vector management and elimination, engaging local community leaders and legislators, and supporting overall operational transparency at the District.

### Initial Activities

- Formative research to determine baseline measurements, community needs, and community-informed program goals.
- Build relationships with local media outlets; pitch stories and encourage positive media coverage for San Mateo County Mosquito and Vector Control District activities.
- Develop media sound bites and prepare San Mateo County Mosquito and Vector Control District staff and Board of Trustees for media appearances, including appropriate use of approved sound bites.
- Write and publish newspaper articles and newsletter content.
- Lead San Mateo County Mosquito and Vector Control District website redesign.

- Create initial social media presence, with focus on Twitter and blog, both linked to San Mateo County Mosquito and Vector Control District website.
- Develop and distribute educational brochures about vector control to households in San Mateo County with a focus on adult behavior change.
- Develop, promote, and deliver vector management presentations tailored for varied adult audiences.
- Lead “Fight the Bite” campaign for elementary school students.

### **Program Sustainability and Growth**

As the public education and outreach program grows, a team will be required to meet community information and health needs. The initial proposed position is a hybrid of public relations and public health. In the future, the program will be strengthened by a team with a dedicated public relations manager to lead media and marketing outreach who works in partnership with a public health professional to design and deliver the educational messages.

Additional activities, as well as evaluation methods, are detailed in the full proposal.



## **Public Health Education & Outreach Officer Position Justification**

Vertical programs that focus on entomologic surveillance, source reduction through inspection, and ad hoc education at locations where vectors are identified, are insufficient. Adding a horizontal component through community-based programming is more efficient and more effective than vertical programming alone. Communication about vectors must lead to action steps for healthy behavior change,<sup>24</sup> which requires a focused and cohesive education and outreach strategy. An education and outreach campaign that is personalized and based on active community participation is more effective than traditional vertical programs and has a clear impact on reducing vector breeding sites.<sup>9, 24</sup> Programs that include planned education increase community awareness, build community capacity, and develop strong partnerships between the community and vector control agencies.<sup>6</sup> Programs should be customized to the community to achieve maximum effectiveness, including consideration of the community's educational attainment, socioeconomic characteristics, and readiness for vector-related behavior change.<sup>11</sup>

In order to effectively build the community's capacity and collective skill set, the members of the community need scientifically accurate information about vector-borne diseases, vector behavior, risk factors, vector control methods, and specific recommendations for individual behavior change related to vector control and risk reduction. The recommendations must fit with the individual's lifestyle and must clearly indicate how the changes in behavior will benefit the individual.<sup>14</sup> When the community is actively involved in the education and outreach process, vector control programs are more successful.<sup>11</sup> These aspects clearly demonstrate the need for a dedicated Public Health Education & Outreach Officer.

The Public Health Education & Outreach Officer will further the mission of the San Mateo County Mosquito and Vector Control District to "safeguard the health and comfort of the citizens of San Mateo County through a planned program to monitor and reduce mosquitoes and other vectors."<sup>1</sup> The Public Health Education & Outreach Officer will specifically contribute to the goals of preventing the appearance of biting adult mosquitoes, assessing effectiveness of mosquito control, meeting overall vector control information needs, increasing public awareness of District services, and providing educational programming about vector management and control.<sup>1</sup>

## **Program Summary**

### **Introduction**

This proposal details evidence-based education and outreach activities and evaluation for the year of the program. It also includes suggestions for expansion in subsequent years, as well as a three year activities outline. The Public Health Education & Outreach Officer (henceforth referred to as the "Officer") will create a strong, positive brand and brand awareness for the San Mateo County Mosquito and Vector Control District through the activities described below.

## Framework (PRECEDE-PROCEDE)

The program is designed with the PRECEDE-PROCEDE<sup>1</sup> framework described in public health literature to design and implement health education and health promotion programs with a community-oriented focus. The model suggests that an educational diagnosis is critical to create a successful health promotion intervention. It takes into account both individual and environmental influences on health and healthy behaviors. The planning stage (PRECEDE) includes a social assessment, an epidemiological assessment, a behavioral and environmental assessment, an educational assessment, and an assessment of current administrative practices and policy surrounding vector control education and outreach. The information gathered through PRECEDE is applied during program implementation (PROCEDE). This framework also builds in process, output, and outcome evaluation as integral parts of the program.<sup>18</sup> Evaluation is key to gather information that will improve the program, demonstrate accountability, attribute community behavior changes to program implementation, demonstrate effectiveness, and modify program design.<sup>4</sup>

During PROCEDE, the Officer will conduct key informant interviews, focus groups, and surveys to better understand community needs for education and outreach around vector borne diseases and vector control activities. San Mateo County's Mosquito and Vector Control District will provide up-to-date epidemiological data to further inform details of program design. The Officer will examine factors that must be implemented to increase community knowledge to lead to sustained healthy behavior change. The aim of community behavior change is to reduce vector breeding sites, empower citizens to properly manage potential vectors, increase overall vector-borne disease knowledge, and increase contact with the District. These behavior change factors will also be tied to positive San Mateo County Mosquito and Vector Control brand recognition and awareness. Factors that need to be identified during the initial community needs assessment include community knowledge, attitudes, beliefs and readiness to change; available and required resources; community-wide policies that support or hamper vector control; a clear definition of services provided by the District; and avenues to reinforce and sustain healthy vector-related behavior change.

The Officer will then develop an implementation plan that includes the details of process, output, and outcome evaluation measures, including measurable objectives. (Evaluation is discussed in more detail in the Evaluation section below. A draft program logic model with outputs and outcomes is also included. The logic model will need to be updated after the formative evaluation conducted as part of the PRECEDE framework.)

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<sup>1</sup> Predisposing, Reinforcing and Enabling Constructs in Educational Diagnosis and Evaluation (PRECEDE); Policy, Regulatory, and Organizational Constructs in Educational and Environmental Development (PROCEDE).

## Target Groups

San Mateo County has a population of approximately 740,000, with nearly 260,000 households in San Mateo County.<sup>3, 25</sup> There is a nearly equal divide of males and females.<sup>25</sup> Twenty-two percent of the population is under the age of 18<sup>25</sup> with a median population age of 37 years.<sup>3</sup> Therefore, programs will target both school-aged students and adults in San Mateo County, with attention to how to reach and meet the needs of San Mateo County households.

The County also has high Asian and Hispanic or Latino populations (26% and 25%, respectively) and nearly one out of two individuals over the age of five speaks a language other than English at home.<sup>25</sup> These factors will require cultural and linguistic consideration as part of the initial community assessment and as part of the program design and implementation.

Nearly 60% of the population owns a home<sup>25</sup> and will, consequently, be primary targets for vector breeding site reduction campaigns. Furthermore, San Mateo County's population is well educated, with more than 88% of residents holding a high school diploma or higher and nearly half of all residents holding a bachelor's degree or higher.<sup>25</sup> Therefore, educational and outreach campaigns must take into account the high level of education in the county in message design and delivery. Due to the age distribution in the county combined with the high level of educational attainment, the program can likely assume average to above average access to and ability to use technology. This assumption will be evaluated during PROCEDE, with implications for the suggested website design and social media aspects of the program.

## Timeline and Activities

The Officer will work year-round to provide timely education and outreach activities related to vector management. A detailed sample timeline of activities is provided below for the first year and a half of program activities.

2014	August-December	<ul style="list-style-type: none"><li>• Public Health Education &amp; Outreach Officer onboarding</li><li>• Earn required position certifications and training, including media training</li><li>• Develop tools for baseline assessment using PROCEDE framework</li><li>• Conduct baseline assessments</li><li>• Define activities, outputs, and outcomes based on baseline assessment and previous research studies; update draft program logic model</li><li>• Identify and begin developing key community partnerships, including relationships with local and state legislators</li><li>• Research social media avenues/techniques/approaches for successful social media utilization</li><li>• Begin San Mateo County Mosquito and Vector Control District website redesign</li></ul>
------	-----------------	---

- |      |                 |  |
|------|-----------------|--|
| 2015 | January-April   | <ul style="list-style-type: none"> <li>• Update Communication Plan; develop additional sound bites based on Communication Plan details</li> <li>• Design of education and outreach programs for adults as informed by baseline assessment and District priorities</li> <li>• Design and implement “Fight the Bite” poster campaign for elementary age students</li> <li>• Develop tools to measure outputs and outcomes for individual program activities</li> <li>• Conduct initial media outreach to promote programming; build relationships with media personnel</li> <li>• Revise any remaining top priority education materials using the Center for Disease Control and Prevention’s Clear Communication Index<sup>8</sup></li> <li>• Complete San Mateo County Mosquito and Vector Control District website update</li> <li>• Begin generating new content for the website that corresponds with media outreach messages</li> <li>• Develop media sound bites and media training for San Mateo County Mosquito and Vector Control staff</li> </ul> |
|      | May-August      | <ul style="list-style-type: none"> <li>• Deliver adult education and outreach campaigns, including collecting quantitative and qualitative data for output and outcome evaluations</li> <li>• Write and publish website content, newspaper articles, articles for neighborhood publications, etc.</li> <li>• Develop and pitch story lines for radio and television news media coverage</li> <li>• Begin Twitter and blog education and outreach</li> <li>• Conduct process evaluation (see more information in Evaluation section)</li> </ul>   |
|      | August-December | <ul style="list-style-type: none"> <li>• Review output and outcome data; complete applicable statistical analyses</li> <li>• Write summary report of education and outreach activities</li> <li>• Identify avenues (print, electronic, presentations) to disseminate information about education and outreach activities, outputs, and outcomes</li> <li>• Revise educational and outreach programs based on results and community feedback</li> <li>• Investigate program expansion opportunities; plan for addition of new activities</li> <li>• Continue developing content for website to maintain dynamic content and to drive traffic to the website</li> <li>• Write educational and outreach sections of the Annual Report</li> </ul>  |

## **Details of Primary Activities and Objectives**

The objective of health education and outreach programs for vector control is to make people aware of the threat to their health and how to make healthy behavior changes to promote and maintain health.<sup>16</sup> Vertical programs are insufficient,<sup>6</sup> and educational materials developed based on a supervisor's perception of what needs to be communicated are flat and didactic.<sup>16</sup> Therefore, this new Officer role is critical to San Mateo County Mosquito and Vector Control District operations.

### ***Develop San Mateo County Mosquito and Vector Control Brand***

Branding is the process of creating a recognizable name and image for the services San Mateo County Mosquito and Vector Control District provides to the community. The Officer will unify the communication style, messaging, and overall look of the San Mateo County Mosquito and Vector Control District to promote a cohesive and recognizable "brand" that reflects organizational values and mission. This branding will be evident across all publications, the website, educational materials, media productions, and marketing collateral.

A recognizable brand is important not only to increase community awareness, but also for consistency in internal operations. Organizations that are more brand-oriented tend to be more successful.<sup>17</sup> The Officer will begin by working with key staff at the San Mateo County Mosquito and Vector Control District to define the brand the District wants to project. Additional activities will include creating a communication style guide, reviewing all San Mateo County Mosquito and Vector Control District publications for consistent voice, and developing methods to reinforce the District mission. The Officer will also unify the presentation and color scheme of the San Mateo Mosquito and Vector Control District website to be consistent with business cards, letterhead, brochures, annual report, and any other public-facing materials.

### ***Formative research***

After committing to a public health approach that includes education and outreach, the first step is to identify other agencies, groups, professional organizations, libraries, healthcare institutions, etc., with missions that would be supported through public health education and outreach about vectors.<sup>21</sup> These partnerships will help shape programming at the San Mateo County Mosquito and Vector Control District.

The next step in evidence-based public health is to conduct a community assessment to determine who will benefit from the program (target audiences), community needs, how to best deliver the educational and outreach components, and specific goals of the vector control program.<sup>21, 23</sup> The needs assessment will also help identify additional partners and community leaders who will be key in implementing the program elements.<sup>21</sup> As part of the community needs assessment, the Officer will conduct a baseline assessment between August and December to evaluate general community knowledge of vectors and vector control behaviors. In collaboration with the vector surveillance team, the Officer will also assess the number of

potential breeding sites at homes as a baseline to evaluate education and behavior change effectiveness. The Officer will develop and distribute surveys, conduct semi-structured interviews with key community leaders, lead focus group discussions, as applicable, and further analyze details of current San Mateo County Mosquito and Vector Control District activities as part of the community needs assessment.

Community-based program development builds on the strengths and resources in the community, benefits from collective knowledge, supports community empowerment to address vector control concerns, values health from a positive perspective, and enhances equitable participation of all necessary partners to ensure a healthy San Mateo County population.<sup>23</sup> Research shows that approximately 2.5% of the community will initially respond (called innovators), followed by a second wave of 13.5% of the community (called early adopters).<sup>21</sup> It will be important to gain support and leadership from these innovators and early adopters, as well as from community leaders, to implement a successful outreach and education program. Innovators and early adopters will help to engage the rest of the community.<sup>21</sup>

At the conclusion of the formative research, specific activity indicators will be developed and the logic model will be finalized.

### *Website redesign*

Eighty five percent of adults in the United States use the internet; of those, 72% use the internet to find health information.<sup>22</sup> The website should not only be visually appealing, but also have good usability with extensive and frequently updated content. The Officer will lead the website redesign process.

### *Media outreach*

The Officer will serve as the media point-person for all San Mateo County Mosquito and Vector Control communications. Successful media education and outreach utilizes multiple channels of communication, including radio, television, newspapers, press releases, mass-distributed print materials, and the internet to reach different subgroups. The approach should include schools, worksites, health agencies, and social groups, which can serve as both conduits for public health media messaging and partners in the development and delivery of content.<sup>10</sup> The Officer will begin education and outreach through media channels by developing relationships with local news stations and journalists. The Officer will pitch potential stories to gain positive coverage of activities led by the San Mateo County Mosquito and Vector Control District. In preparation for story uptake, the Officer will also develop sound bites (12-20 second messages) that the District wants to communicate through the media. The Officer will work with San Mateo County Mosquito and Vector Control District staff to train staff on how to use the sound bites and how to positively work with the media. The position will also write articles published in neighborhood newspapers or distributed through community e-mail networks to

increase vector knowledge and awareness of the San Mateo County Mosquito and Vector Control District.

Social media has been shown to effectively influence individual and population health needs.<sup>15</sup> Sixty-five percent of adults report using a social networking site such as Facebook, LinkedIn or Twitter<sup>19</sup> and more than one in two adults uses social media to find health information.<sup>15</sup> Social media will be beneficial to promote the San Mateo County Mosquito and Vector Control brand, communicate critical information, reach a broader and more diverse audience, and engage community partnerships.<sup>19</sup> Because the use of social media is expanding,<sup>11</sup> the Officer will also lead initial social media outreach, including creating a Twitter presence and a weekly blog, both linked to the San Mateo County Mosquito and Vector Control District website. As Contra Costa Mosquito and Vector Control District reports, many media outlets follow Twitter, which provides an additional point of contact with the media.

#### Suggestions for future programming:

- Tailor blog posts and website content to reflect seasonal vector control priorities<sup>24</sup> and key District updates.
- Explore social media expansion to Instagram, Vine, YouTube, Facebook, or other social media applications as supported by research (community-based and published).
- Develop interactive computer learning, such as online quizzes, games, knowledge tests, online mini-courses, etc.<sup>10</sup>
- Create a mobile application that allows the community to report possible vector concerns, to gain additional information, and to contact the San Mateo County Mosquito and Vector Control District.
- Increase San Mateo County Mosquito and Vector Control District internet presence by actively participating in applicable social networks, forum discussions, and media sharing.<sup>19</sup>
- Develop targeted social media for different age groups, such as online videos for all age groups (76% of Generation Y, 57% of Generation X, 46% of Baby Boomers, and 39% of Seniors reported watching online videos), tailored information posts based on age group and internet usage, mobile device communication methods,<sup>15</sup> and other strategies identified by the formative research stages.
- Monitor nationwide trends in vector control and media response to keep San Mateo County Mosquito and Vector Control staff informed and to prepare appropriate media responses.
- Seek out marketing opportunities, such as through the Penny Saver, Bart, CalTrain, phone books, neighborhood newsletters, or neighborhood e-mail listservs.
- Work with city halls to ensure links to San Mateo County Mosquito and Vector Control services and website information are accessible through city websites.
- Create a school competition to create a vector management commercial that will be played on a local public television station.

- Identify worksite and community partners where vector management information can be posted, with information about how to contact the San Mateo County Mosquito and Vector Control District.

### *Adult education and outreach*

There is limited research on effective vector control education and outreach strategies that target adults. Based on suggestions from previous studies, the Officer will lead a number of education and outreach approaches, including development and distribution of color vector management brochures.<sup>11</sup> Color brochures are more effective at conveying the desired message than black and white brochures. Black and white brochures have similar outcomes to providing no information at all. Data also recommend strong graphic layout, toward which a graphic designer would be most effective. Specific content for new brochures will be developed based on the community needs assessment and the Centers for Disease Control and Prevention's Clear Communication Index.<sup>8</sup> Brochures will be translated by a professional translator, as appropriate. Distribution methods will also be identified through the formative research stage. Materials will be distributed by technicians door-to-door, through mailings, via e-mail, and other methods identified in the formative research.

Brochures will aim to develop easy to follow instructions for vector source reduction while also increasing community vector knowledge. However, research shows that brochures are less effective with middle and high income home owners,<sup>7</sup> which has important implications for development and distribution of materials in San Mateo County. Careful first year data will track effectiveness and reach of brochures to determine whether this tool should be continued in subsequent years.

The Officer will also develop tailored community presentations that address vector management, healthy behavior practices, and the role of the San Mateo County Mosquito and Vector Control District. Presentations will be delivered at home owners associations, to volunteer groups, at City and County Public Works meetings, City Council meetings, to golf course management teams, etc.<sup>9</sup> The formative research will help the Officer determine which groups are interested in and would most benefit from vector control presentations.

In all adult education and outreach approaches, it is important to recognize that the most effective campaigns are community-based with strong community leadership. Through the formative research stage and first year activities, the Officer will seek to develop strong community relationships with the San Mateo County Mosquito and Vector Control District Trustees, elected leaders, and recognized community leaders to identify active community-based, community-acceptable outreach approaches.<sup>7, 24</sup> Community leadership and participation are key to sustain healthy vector control behaviors.<sup>6</sup>

### Suggestions for future programming:

- House-to-house visits by college interns to offer targeted and/or seasonal education talks, delivery of printed materials, and review healthy vector practices (such as emptying and



cleaning containers that can hold water).<sup>9, 11</sup> Consider utilizing community volunteers to partner with the college students to gain wider community acceptance and ownership.

- Reinforce the methods and desired behavior changes with calendars, stickers, fly swatters, etc.<sup>9</sup>
- Develop new presentations appropriate for adult groups, such as home owners' associations, book clubs, volunteer groups (especially groups that volunteer outdoors, such as Rebuilding Together), home and garden events, farmers' markets, community events, etc.
- Implement an "*Aedes aegypti* Awareness" week,<sup>14, 24</sup> in coordination with, or to build on, the "Fight the Bite" campaign targeting elementary school students.
- Partner with community members or organizations to delivery adult education presentations in a variety of languages.

### ***School-age education program***

Schools can play an important role in vector-borne disease control and prevention.<sup>14</sup> Based on previous studies that have addressed *Aedes aegypti* education and elimination,<sup>5, 7, 11, 14</sup> the Officer will develop an elementary school outreach program that targets fifth graders in the model of the "Fight the Bite" poster campaign run by Sacramento and Yolo counties. The program will be designed based on the principles of California's Education and the Environment Initiative (EEI) Curriculum, which integrates education about the environment into core K-12 subjects.<sup>20</sup> The school-age component will target information about vector lifecycles, food chains, and biology, as well as problem-solving and hands-on learning activities.<sup>7, 11</sup>

School programming is not intended to create wide-spread behavior change in relation to vector management, but instead is intended as a component of building a positive reputation for the San Mateo County Mosquito and Vector Control District. It is designed to highlight show San Mateo County Mosquito and Vector Control District's focus on giving back to the community to support healthy citizens.

### **Suggestions for future programming:**

- Develop a middle school field experience component.<sup>14</sup>
- Provide teacher training through continuing education opportunity that addresses vector biology, disease symptoms and treatment, prevention strategies, and effective implementation of vector education activities in the classroom.<sup>5</sup>
- Develop additional student assignments or science project suggestions that involve parents in student learning, such as counting possible mosquito breeding sites or studying vector ecology for a science fair presentation.
- Create a job shadowing program for middle school and high school age students.
- Develop and promote elementary and middle school field trips.

- Create partnerships with schools to support student science fair projects related to vector biology and ecology. Consider expanding reach by working with university students to supervise elementary school projects or serve as science fair judges.
- Develop a science or essay contest about a critical aspect of vector control in order to build community awareness.
- Outreach to school principals and facility operations staff to teach staff how to identify and eliminate vector breeding sites and vectors on school properties.
- Evaluate reach of in-school presentations, with attention to shifting focus to groups such as the Girl Scouts and Boy Scouts.

## Evaluation

Evaluation is a critical component of program design and implementation. Strong programs build in evaluation plans prior to intervention delivery. Evaluation is important to review the extent and quality of program implementation, to provide feedback to stakeholders, to identify the extent to which performance indicators have been met, to clearly establish areas for program growth and improvement, to establish program effectiveness, to ensure program outcomes are maintained and resources are used wisely, and to justify continued funding.<sup>2,4</sup> The Officer will lead process and outcome evaluation. The position will also coordinate external evaluation after the third year of programming.

Evaluation results will be published on the San Mateo County Mosquito and Vector Control District website, included in the annual report, e-mailed to other Vector Control Districts in California, and presented to the Board of Trustees. Additional avenues for publication will be pursued as available or requested.

## Process Evaluation

Process evaluation examines the extent to which a program has been implemented based on the original design.<sup>4,18</sup> This evaluation provides feedback on the actual implementation of the program and will help to address later evaluation questions by determining how faithfully the original program was implemented. Process evaluation will be conducted during the first month of program implementation, led by the Officer.

## Outcome Evaluation

The outcome evaluation will assess how the implemented interventions have affected community health and behavior changes, based on the goals the program initially identified to increase brand awareness and empower citizens to successfully manage vector control.<sup>4,18</sup> The outcome evaluation will include both quantitative data (such as the number of brochures distributed, number of individuals engaged in programming, number of mosquito breeding

containers, etc.) and qualitative data (such as community feedback on program implementation and delivery, unexpected outcomes, feedback for program strengthening and growth, etc.). Output and outcome data will be collected from May through August. Continued qualitative data (interviews, focus groups, surveys) will be collected in September. Data will be analyzed in October, in preparation for online publication and submission into the annual report.

### ***Branding evaluation***

Surveys will be conducted during the formative research to evaluate San Mateo County Mosquito and Vector Control District brand recognition and again during the outcome evaluation. The Officer will research and design appropriate survey tools and implementation strategy.

### ***Website redesign***

Before any changes are made to the website, Google Analytics will be used in the formative analysis to analyze the number of daily visitors, the number of general contacts through the website, and the number of service requests through the website will be collected. After implementation of the website redesign, this same data will be collected to evaluate increased community reach.

### ***Media education and outreach evaluation***

The media education and outreach evaluation will be measured with several strategies. The Officer will track the number of newspaper articles written, number of newspaper articles published, number of media stories pitched, and number of media stories shown on the news. For online media, the Officer will monitor the number of Tweets and re-Tweets, number of followers, number of blog posts, and traffic to the blog, as well as the number and contents of comments on the blog. The effectiveness of the messages delivered will be gauged with a survey to assess message and/or brand recall.

### ***Adult education and outreach evaluation***

The adult education and outreach evaluation will be measured by the number, location, and timing of brochures distributed and the number of households who received vector control information. The Officer will collaborate with the San Mateo County Mosquito and Vector Control District technicians to utilize the House Index (HI), Container Index (CI), and Breteau Index (BI), which all measure an aspect of mosquito breeding sites<sup>13, 14</sup> and will be used to evaluate behavior change based on knowledge received through the educational brochures. Ideally, geographically disparate intervention neighborhoods (those receiving educational brochures) would be compared to control sites (those who did not receive educational brochures).

Presentations will be evaluated with a pre and post knowledge survey, as well as tracked for the number of presentations delivered, the number of participants, and the demographics of participants. The Officer will also track the total number of participants.

### ***School-age student evaluation***

The “Fight the Bite” campaign will be measured with pre/post intervention knowledge and total number of student participants.<sup>5</sup>

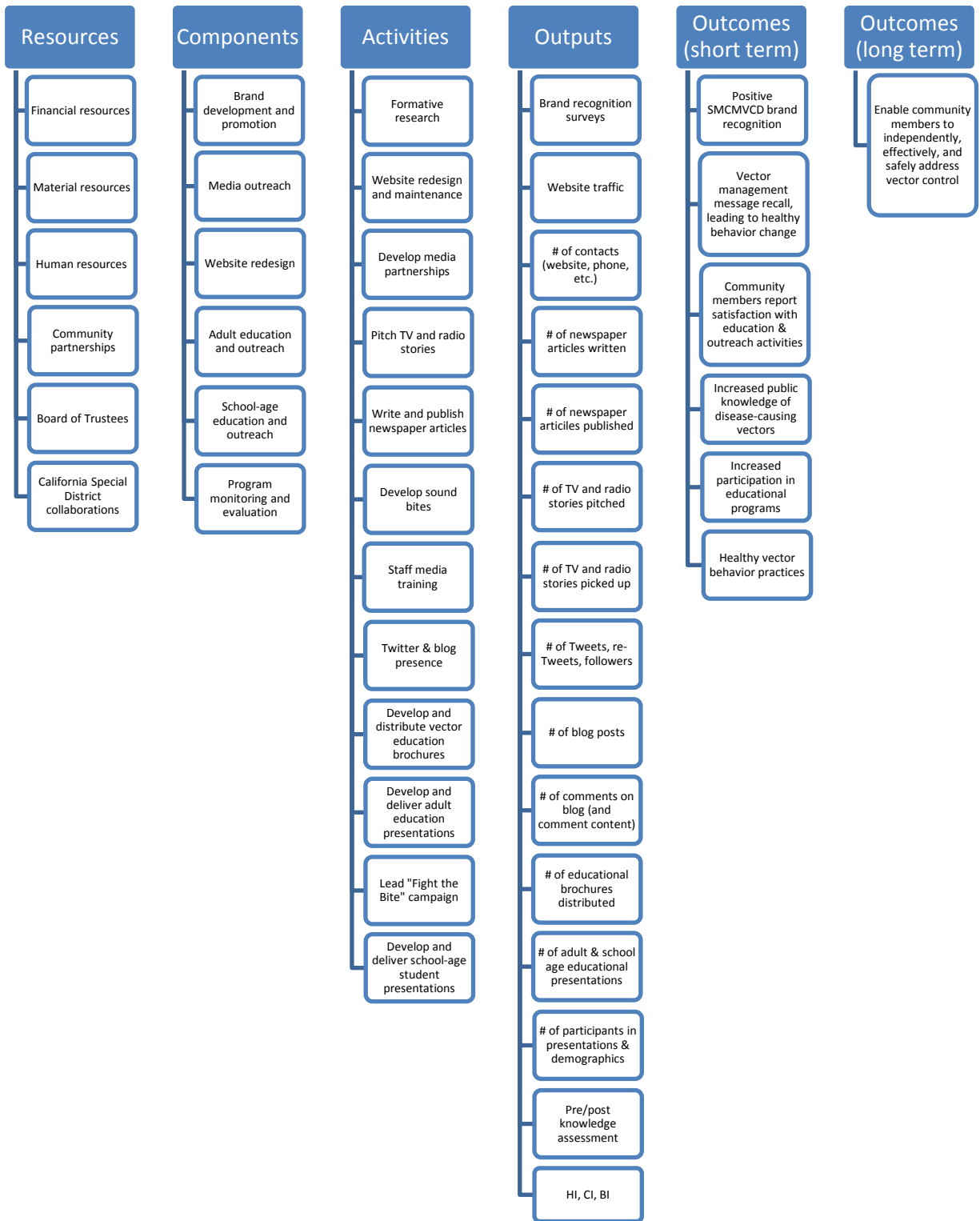
### **Sustainability**

Sustainability is enhanced by employing an EBPH approach.<sup>23</sup> Community engagement will be key to maintain healthy behavior change at both the household and at the community level to successfully manage vectors,<sup>6, 12</sup> so community engagement will be a key factor to analyze in the external evaluation. Program sustainability and outcomes will be assessed by an external reviewer after the third year of the program.<sup>12</sup>

### **Program Growth**

As the public education and outreach program grows, a team will be required to appropriately address community information and health needs. The initial proposed position is a hybrid of public relations and public health. In the future, the program will be strengthened by a team with a dedicated public relations manager to lead media and marketing outreach who works in partnership with a public health professional to design and deliver the educational messages.

# Draft Logic Model



## Public Health Outreach Officer Job Description



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

### **PUBLIC HEALTH EDUCATION & OUTREACH OFFICER**

#### **Definition**

Under direction from the District Manager, develops, executes, and manages all aspects of the District's public health education and outreach program. Works together with the Office Administrator, Laboratory Director, and Finance Director to assist the District Manager with planning, directing, and evaluating the District's overall operations.

#### **Duties**

1. The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.
2. Conduct and analyze baseline community needs assessment to determine vector control knowledge, beliefs, and practices.
3. Develop, deliver, manage, and evaluate community vector management education and outreach programs to meet diverse community needs identified through baseline needs assessment. Activities may include, but are not limited to, social media implementation, presentation design and delivery, educational material design and delivery, etc.
4. Develop and maintain presentations for use at District functions.
5. Build relationships with local media outlets. Serve as District lead for all media-facing activities, including television, radio, and print. Trains District staff and Board of Trustees about how to work with the media. Prepare news releases, feature articles, public service announcements, reports, and newsletters to disseminate information about vector control and District services. Answer questions from the media and general public about District education and outreach activities related to vector control.

6. Establish and maintain a working relationship with learning institutions and governmental agencies to promote and represent the District's interests.
7. Coordinate the development of the District's website. Write content to consistently update the website.
8. In coordination with the District Manager, prepare annual budget for the outreach program; procure supplies and services within limits of the budget.
9. Prepare clear and concise written correspondence, reports, and recommendations about education and outreach activities for general distribution.
10. Conduct process, output, and outcome evaluations. Summarize and distribute results to highlight program reach, effectiveness, and impact.
11. Attend training sessions and relevant meetings; keep informed of District and state-wide policies and procedures; read professional literature on vector control, education, and outreach, and keep informed of latest developments in vector control.
12. Recruit, orient, train, and supervise volunteers and interns supporting the public health education and outreach programs.
13. Develop, manage, and write relevant publications and reports.
14. Develop, implement, and evaluate strategic communication and crisis communication plans.
15. Other duties as assigned.

### **Minimum qualifications**

- Knowledge of principles and techniques of individual and community-level communication, education, and outreach.
- Understanding of public health, public health education, and health communication.
- Strong project management and program development experience to plan, administer, and evaluate vector control education and outreach.
- Excellent written and oral communication skills.
- Ability to communicate effectively with a wide variety of audiences and to tailor messages to those audiences.
- Experience with presentation development and public speaking.
- Experience working with the media, preparing newspaper articles, pitching storylines.

- Knowledge of social media, especially Twitter and blog applications.
- Collaborative working style, with experience developing community, corporate, and governmental partnerships.
- Proficient with computer programs in the areas of word processing, publications, and spreadsheets.
- Strong research skills, including experience with database searches such as MEDLINE, PubMed, Google Scholar, and other applicable research databases.
- Must be willing to work a flexible schedule that includes some early mornings, evening, weekend, or holiday hours.

**Strongly preferred qualifications**

Experience with Constant Contact.

Knowledge of photography, design, layout, basic printing, and composition.

Understanding of vector-borne diseases and their effect on public health and the environment.

Experience with program monitoring and evaluation.

**Education and Experience**

Bachelor’s degree in public health, public relations, marketing, journalism, health communication, education or related field from an accredited college or university and at least two years of relevant experience. Preference for experience with community outreach, educational program development, and relationship building and management. Bilingual a plus. A strong background in education, communication, and/or graphic arts is highly desirable.

**Special Notes, Licenses, or Requirements**

Valid California Driver’s License and satisfactory driving record insurable under the guidelines of the Vector Control Joint Powers Agency. License must be maintained throughout employment.

**Basic work hours**

8:00 AM to 4:30 PM, Monday through Friday. Non-exempt employee status.

The Public Health Education & Outreach Officer must be willing to work a non-standard work schedule including early mornings, evenings, weekends, and holidays.

**Salary Range**

Class:	Administration
Category:	Public Health Education & Outreach Officer
Position Steps:	Seven
Range:	See current Salary Scale



## Three Year Overview

	Year 1	Year 2	Year 3
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Coordinate website redesign and content creation</li> <li>• Lead re-branding activities</li> <li>• Formative research to determine baselines and community needs</li> <li>• Update District Communication Plan</li> <li>• Build relationships with local media outlets; pitch stories</li> <li>• Develop initial media sound bites and train staff on use</li> <li>• Build key community relationships</li> <li>• Create social media presence, with focus on blog and Twitter</li> <li>• Develop and distribute educational brochures</li> <li>• Develop and deliver initial vector management presentations</li> <li>• Develop elementary school “Fight the Bite” poster campaign</li> <li>• Process evaluation and review of Year 1 activities</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and expand primary school outreach campaign; create field trip opportunity</li> <li>• Revise and expand adult education presentations</li> <li>• Develop middle school and high school job shadowing program</li> <li>• Research social media expansion into YouTube, Instagram, Vine, etc.</li> <li>• Identify new marketing opportunities</li> <li>• Work with county and city organizations to link to San Mateo County Mosquito and Vector Control website and online resources</li> <li>• Identify worksite and community partners to expand vector management presentations and marketing</li> <li>• Develop and disburse stickers, calendars, fly swatters to reinforce brand recognition and encourage healthy vector management behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Develop online interactive learning modules for different age categories</li> <li>• Create a mobile application to compliment District website to allow citizens to learn about vector control and report concerns/questions</li> <li>• Increase District internet presence through active participation in online forums/media sharing</li> <li>• Coordinate external program evaluation</li> <li>• Partner with community agencies to deliver adult education presentations in a variety of languages</li> <li>• Develop student resource kit, including online activities, games, science fair project ideas; create mentorship opportunity for vector-related science fair projects</li> </ul>
	<ul style="list-style-type: none"> <li>• Create and manage new and innovative website content that drives users to the San Mateo County Mosquito and Vector Control District website and meets community information needs</li> <li>• Strengthen relationships with local media outlets; build long-term collaborations</li> <li>• Strengthen relationships with key community organizations and leaders; build long-term collaborations</li> <li>• Continue updating media sound bites to respond to changing vector communication goals</li> </ul>		

	<ul style="list-style-type: none"> <li>• Monitor nationwide trends in vector control, news, and media response; update San Mateo County communication plan, as needed</li> <li>• Write and publish newspaper articles and newsletter content</li> <li>• Create blog content in response to changing vector communication goals and community requests for information; compliment blog posts with outreach through Twitter</li> <li>• Update and create new educational brochures</li> <li>• Update vector management presentations based on feedback; create new presentations to meet the wide variety of community needs and interests</li> <li>• Lead “Fight the Bite” campaign in collaboration with California Department of Public Health</li> <li>• Lead Annual Legislative Mosquito Control and West Nile Virus Awareness Week; work throughout the year to engage local legislators in District activities</li> <li>• Write and distribute education and outreach sections of the Annual Report</li> </ul>		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• Brand recognition and awareness based on surveys</li> <li>• Website traffic</li> <li>• # of contacts (through website, phone, written, etc.)</li> <li>• # of newspaper articles written/published</li> <li>• # of TV and radio stories pitched/picked up</li> <li>• # of Tweets, re-Tweets, followers</li> <li>• # of blog posts, comments, followers</li> <li>• # of educational brochures developed and distributed based on CDC Clear Communication Index standards</li> <li>• # of adult &amp; school age educational presentations delivered; # of participants; pre/post knowledge assessment</li> <li>• Community-wide pre/post knowledge assessment about vector management</li> <li>• House Index, Container Index, Breteau Index</li> </ul>		
<b>Short term outcomes</b>	<ul style="list-style-type: none"> <li>• Positive San Mateo County Mosquito and Vector Control District brand recognition</li> <li>• Vector management message recall, leading to healthy behavior change</li> <li>• Community members report satisfaction with education and outreach activities</li> <li>• Increased public knowledge of disease causing vectors</li> <li>• Increased community participation and leadership in educational programs</li> <li>• Healthy vector behavior practices</li> </ul>		
<b>Long term outcome</b>	<ul style="list-style-type: none"> <li>• Enable community member to independently, effectively, and safely address vector control</li> </ul>		
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Process evaluation to review initial program implementation</li> <li>• Output/outcome evaluation</li> <li>• Branding evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Output/outcome evaluation</li> <li>• Branding evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Output/outcome evaluation</li> <li>• Branding evaluation</li> <li>• Coordinate external evaluation at completion of Year 3</li> </ul>

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Agenda Item # 6.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 6.A.1**

Board Secretary has completed the minutes of the April 9, 2014; Regular Board of Trustee's meeting.

**Item 6.A.2**

District Management decided to submit a Request for Proposal (RFP) for Uniform Services since our contract with American Pride ends in June. Devina Walker, Officer Administrator coordinated the process with the RFP for Uniform Services.

1. The RFP was prepared and submitted on March 13<sup>th</sup> to six Uniform Service Companies.
  - a. ALSCO
  - b. UniFirst
  - c. Cintas
  - d. Aramark
  - e. Mission
  - f. American Pride
2. The District received proposals on April 11<sup>th</sup> from all Uniform Service Companies except American Pride. The original proposals are available for review in the District Office.
3. It was decided to interview all five companies who submitted proposals since their costs varied significantly with delivery, insurance, set-up, and loss and abuse charges. The Interview Team included; District Manager, Assistant Manager, Finance Director, Accountant, Operations Supervisor, and Office Administrator.

4. Interviews were held on April 22<sup>nd</sup>. All Uniform Service Companies did an excellent job of answering questions on the contract, garment manufacturing, inventory controls, garment replacement and repair, and costs. Interviews lasted between 1-2 hours.
5. Following the interviews the Interview Team reduced the Uniform Services Companies down to two companies (UniFirst and Cintas) for the second round of interviews. The two companies selected were because of weekly expected costs, uniform quality and availability for both men and women employees, and ancillary costs.
6. The second round of interviews was on April 29<sup>th</sup> where the two companies were asked to bring in the uniforms for inspection, provide a copy of their contract for review, and answer a final round of questioning.
7. Cintas was chosen because of their quality of uniform, and their reduced costs due to their involvement with U.S. Communities, Government Purchasing Alliance.
8. District Management has received the contract with Cintas for uniform services. District Legal Counsel is reviewing the contract now.
9. The District is a member of the U.S. Communities, Government Purchasing Alliance.
  - a. U.S. Communities Government Purchasing Alliance is a government purchasing cooperative that reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide. U.S. Communities provides world class procurement resources and solutions to local and state government agencies, school districts (K-12), higher education, and nonprofits. As a member, we have access to a broad line of competitively solicited contracts with best in class national suppliers.
  - b. U.S. Communities ensure their supplier partners (Cintas) offer their best supplier government pricing. Third party audits are performed on all contracts and benchmarking analyses ensure ongoing value.
  - c. U.S. Communities adheres to a stringent competitive selection process for all contracts offered through the program.
  - d. U.S. Communities is the only government purchasing cooperative organization founded by public agencies for public agencies.

**Item 6.A.3**

District Management has received the contract with Local and Regional Government Services Authorities for providing human resources services. District Legal Counsel has reviewed and approved the contract.

Regional Government Services and Local Government Services are governmental agencies established in 2001 to provide administrative, support and staffing services to other California public agencies. RGS and LGS are joint powers authorities (JPAs) and have provided consulting and staffing services to cities, special districts, counties, other JPAs and special consortiums of government agencies throughout California.

Cities in San Mateo County who use RGS include: Colma, Menlo Park, Millbrae, and Portola Valley. Districts who receive services include; Fire Protection, Transportation, Police, Waste Management, and General Services.

### **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, April 9, 2014.
2. Cintas Contact: Uniform Weekly Pricing, Facilities Solutions Agreement, and US Communities Participating Public Agencies Terms, dated May 7, 2014.
3. Cintas Original Letter of Intent, dated April 11, 2014.
4. Local and Regional Government Services Authorities Contract, dated April 25, 2014.



**San Mateo County**  
**Mosquito and Vector Control District**  
 1351 Rollins Rd  
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[www.smcmad.org](http://www.smcmad.org)

**MINUTES OF THE REGULAR MEETING OF THE  
 BOARD OF TRUSTEES  
 APRIL 9, 2014  
 6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on April 9, 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
	Richard Wykoff	Donna Rutherford
	Scott Smith	Louis Gotelli
	Mason Brutschy	Kat Lion
	Joe Galligan	

TRUSTEES ABSENT: Peter DeJarnatt, Dick Tagg

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 Maynard.

## 3. ROLL CALL

The roll call indicated that 19 Trustees were present. Trustees Tagg and DeJarnett had excused absences, and Trustees Cogoni and Brutschy arriving at 6:06 and 6:13PM, respectively.

## 4. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Burlingame resident, James Counts commented on the Grand Jury findings concerning the manager's contract.

Burlingame resident, Dennis Preger commented on embezzlement costs and reconsideration of tax amounts collected from the cities.

## 5. CONSENT CELENDAR:

- A. Minutes for the regular Board meeting of March 12, 2014.
- Motion by Fuller, 2<sup>nd</sup> by Rutherford to approve the agenda as posted, passed 17-0-1 by the Board. (Abstention: Wykoff)

## 6. NOMINATION FOR ASSISTANT SECRETARY

Since there were no nominations for this position, President Rutherford tabled this action for a future Board meeting.

## 7. BOARD COMMITTEE MEETING DATES AND REPORTS:

- A. **Environmental/Public Outreach Committee: *Scott Smith Chair*:** Committee met twice since last Board meeting, consulting with Andrea Sprocket who is helping with the design of the Public Health Education & Outreach Coordinator Program for the District.
- B. **Finance Committee: *Rick Wykoff Chair*:** At the April 7<sup>th</sup> committee meeting the members examined the draft for the District Budget that was included in the Board packet for this meeting, and reserve policies. At the next meeting the committee will look at earthquake insurance.
- C. **Strategic Planning Committee: *Jim Ridgeway Chair*:** Next meeting May 20, 2014.
- D. **Manager Evaluation Committee, *Steve Hedlund Chair*:** After a lengthy and spirited discussion by the Board it was moved that the proposed manager evaluation drawn up by the committee be returned for further revision and consideration of Board input.

- Motion Maynard, 2<sup>nd</sup> Seifer to return the proposed evaluation back to the committee with the direction of legal counsel for modifications, clarifications and proposed changes, to be agendized for the May Board meeting. Passed by 19-0 vote.
- E. **Policy Committee: *Robert Riechel Chair***: Met with non-profit Regional Government Service who will review policies for the committee. Chair Riechel recommend that the Board hire the service at approximately \$3K per year. Next meeting of the committee TBA.
- F. **Ad-Hoc Legal Representation: *Kati Martin Chair***- Committee met and had minor changes to the RFP. Selected 13 firms to mail out the proposal and they are due back to the committee May 2, 2014, to set up interviews with the selected firms. The RFP will also be available on the District's website.

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

Review of the Financial Documents for the fiscal year 2013-2014; July through February. The budget was slightly above the 67% year projection due to seasonal expenditures, such as utility costs, one-time purchases, unemployment insurance and laboratory equipment purchases. There is \$6.5M in the general and capital funds. Details of the financial report were included in the Board's packet.

- Action by Riechel, 2<sup>nd</sup> Galligan to approve the Financial Documents for fiscal year 2013-2014, July 2013 through February 2014, passed by the Board 19-0.

## 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:
  - West Nile Virus Awareness Week, April 21-27, legislative bill and a recommended proclamation will be mailed out to each city. Trustees will check with their cities to see if the city proclamation will be mailed or if presented at a city council meeting. If the Trustee wants a staff member to attend the city council meeting they will contact the District office.
  - An isolated case of Chikungunya disease has been detected in East Palo Alto. Appropriate mosquito surveillance operations were mobilized.
  - American Mosquito Control Association, (**AMCA**). Washington, DC Day will be May 5-6, 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. Eligible Trustees are reviewing their ability to attend this meeting.
  - Earthquake Insurance quote from Lloyds of London is \$21,788 annual premium with a 20% (\$1M) deductible that could be added into the VCJPA contingency fund. Earthquake insurance will be agendized for May Board meeting.
  - District Program Updates. *Aedes aegypti* activity in ten locations in Menlo Park, surrounding the Holy Cross Cemetery. The staff has initiated the District's *Aedes aegypti* response plan for controlling mosquitoes within Menlo Park. The District is also working

on updated flyers and door-hangers to help with the education of residents to dump and drain water holding containers around their homes.

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

- Trustee Riechel would like the Manager's Report made available to the City's who are interested in the detailed programs that the District is currently working on. He also urged that the Board allow an exception of allowing more than three Trustees to attend the invaluable CSDA meeting in Palm Springs.
- Trustee Leschyn was concerned about HR 935, the Federal House Legislative Committee elimination of spraying pesticides over water as per the NPDES permit.

#### 11. CLOSED SESSION: ANTICIPATED LITIGATION-Legal Counsel (7:51PM)

- Motion to move into closed session by Riechel, 2<sup>nd</sup> Galligan, approved by a 19-0 vote by the Board.

#### **CLOSED SESSION MEETING OF THE BOARD OF TRUSSTEEES**

1. **Call to order**
2. **Roll Call**
3. Significant exposure to litigation pursuant to subdivision of Section 54956.9:  
One case

#### 12. REPORT FROM CLOSED SESSION (8:29PM)

- No reportable action taken.

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

- President Rutherford announced the next scheduled Board meeting on May 14, 2014.

#### 14. ADJOURNMENT:

- Meeting was adjourned at 8:30PM.

There being no further business, the meeting was adjourned at 8:30PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on April 9, 2014.

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

Approved:

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Board President



Location No. 404

Contract No. \_\_\_\_\_

FACILITIES SOLUTIONS AGREEMENT

Customer No. \_\_\_\_\_

Date 5/7/14

Phone 650.344.8592

Customer/Participating Agency SAN MATEO COUNTY MVCD

Address 1351 ROLLINS RD City Burlingame State CA Zip 94010

UNIFORM PRODUCT RENTAL PRICING:

Item #	Description	Unit Price
935	CINTAS COMFORT SHIRT (LOSS REPLACEMENT = \$15.00)	\$ .18
945	CINTAS COMFORT PANT (LOSS REPLACEMENT = \$17.75)	\$ .205

- This agreement is effective as of the date of execution of this document through 3/6/16. All requests for price changes must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U).
- Name Emblem \$ - ea      • Company Emblem \$ - ea
- Customer Emblem \$ 2.00 ea      • Embroidery \$ \_\_\_\_\_ ea
- COD Terms \$ N/A per week charge for prior service (if Amount Due is Carried to Following Week)
- Credit Terms - Charge Payments due 10 Days After End of Month.
- Automatic Lost Replacement Charge: Item 2160 % of Inventory 4 \$ .65 Ea.
- Automatic Lost Replacement Charge: Item \_\_\_\_\_ % of Inventory \_\_\_\_\_ \$ \_\_\_\_\_ Ea.
- Minimum Charge \$ 35.00 per delivery.
- Make-Up charge \$ 1.50 per garment. (WAIVED ON INTIAL INSTALL AND FIRST 30 DAYS OF SERVICE)
- Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ \_\_\_\_\_ per garment.
- Seasonal Sleeve Change \$ \_\_\_\_\_ per garment.
- Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
  - Shop towel container \$ N/A per week.
- Artwork Charge for Logo Mat \$ N/A
- Uniform Storage Lockers: \$ N/A ea/week, Laundry Lock-up: \$ 0 ea/week      Shipping: \$ \_\_\_\_\_
- Service Charge \$ \_\_\_\_\_ per delivery.
 

This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
- Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ \_\_\_\_\_ per garment will be assessed for employees size changed within 4 weeks of installation.
- Other ALL EMBLEM CHARGES WAIVED ON INTIAL INSTALL - CUSTOMER EMBLEMS = SHOULDER PATCHES

FACILITY SERVICES PRODUCTS PRICING:

Bundle*	Item #	Description	Rental Freq.	Inventory	Unit Price
	2160	SHOP TOWELS	WEEKLY	100	\$ .00

- \*Indicated bundled items/services
- Initial and check box if Unilease. All Garments will be cleaned by customer
- Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control
- Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments

Cintas Loc. No: 404      CUSTOMER: \_\_\_\_\_  
 By: KARA CHAN      Please Sign Name \_\_\_\_\_  
 Title: ACCOUNT MANAGER      Please Print Name \_\_\_\_\_  
 Accepted-GM: \_\_\_\_\_      Please Print Title \_\_\_\_\_  
 Email: \_\_\_\_\_

# San Mateo County MVCD



**Proposed By:**

Kara Chan

Account Manager

Cintas #464 - Peninsula, Bay Area, CA

(650)787-2011

**April 30, 2014**

## Uniform Weekly Pricing

ITEM #	DESCRIPTION	PRICE	REMARKS	# of Employees	Total
935	Comfort Shirt	\$ 2.70	15 brand new per each Employee	10	\$ 27.00
945	Comfort Pant	\$ 3.08	15 brand new per each Employee (another option)	10	\$ 30.75
935	Comfort Shirt	\$2.16	12 brand new per each Employee	13	\$ 28.08
945	Comfort Pant	\$ 2.46	12 brand new per each Employee (another option)	13	\$ 31.98
935	Comfort Shirt	\$ 1.98	11 brand new per each Employee	7	\$ 13.86
945	Comfort Pant	\$ 2.25	11 brand new per each Employee (another option)	7	\$ 15.75
2160	Shop Towel	\$ 0.06	Bundles come in 50	100	\$ 6.00
3030/3032	Soil Bag/ Stand	\$ -			
	Hanger Racks	\$1.00			

Average Weekly

Total

\$ 153.42

## US Communities Participating Public Agencies Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Harford County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at [www.uscommunities.org](http://www.uscommunities.org)

### Supplier General Service Terms Section

3. **Prices** Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. **Buyback of Non-Standard Garments** Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. **Garments' Lack of Flame Retardant Or Acid Resistant Features** Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.
6. **Logo Mats** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
7. **Adding Employees** Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on Exhibit A. Customer shall not pay Company any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
8. **Emblem Guarantee** Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
9. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
10. **Terminating Employees** Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
11. **Replacement** In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
12. **Indemnification** To the fullest extent permitted by law, Contractor agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Contractor under this Contract, but only to the extent of Contractor's negligence.
13. **Additional Items:** Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, for non-payment by Customer will pay to Company, as liquidated damages and not as a penalty based upon the following schedule:

If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as liquidated damages equal to 50 weeks of rental service.

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as liquidated damages equal to 36 weeks of rental service.

If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as liquidated damages equal to 23 weeks of rental service.

If this agreement is cancelled after 24 months of service, Customer shall pay as liquidated damages of 10 weeks of rental service.

Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.





**PROPOSAL SUMMARY:**  
**Letter of Intent**

**April 11, 2014**

San Mateo County MVCD  
Devina Walker  
Buyer

Cintas Corporation  
370 Shaw Rd  
SSF, CA 94080

**Subject: RFP FOR UNIFORM SERVICES**

This letter is to acknowledge Cintas Corporations receipt and intent to respond in full to San Mateo County MVCD RFP for Uniform Rental and Laundry Services.

In the following pages we will cover Cintas Corporation's relevant abilities and processes in relation to performing the work under this contract.

The primary contacts during the evaluation are:

Jenn Wong: Market Sales Manager: [wongj@cintas.com](mailto:wongj@cintas.com): 650.823.2214  
Kara Chan: Sales Consultant : [kchan@cintas.com](mailto:kchan@cintas.com) : 650.787.2011

**Introduction:**

Cintas designs, manufactures and implements corporate identity programs for approximately 800,000 businesses in the United States. Cintas operates more than 400 facilities in the U.S. and Canada, including 11 manufacturing plants and eight distribution centers that employ more than 34,000 people.

Cintas Methodologies consists of proven world class service procedures and technology at every level to ensure consistency each and every week for the County of San Mateo MVCD. We have developed processes and are vertically integrated for Uniform Manufacturing, Delivery, Washing, Cleaning and servicing the highest quality textile rental services at all times.

The Cintas facility in SSF, California that will service the County of San Mateo MVCD is the local Cintas facility to the service station with wash support in Stockton, CA. This includes over 120 uniform processing employees along with about 10 Service Representatives and routes.

**National Resources / Local Service Capabilities:**

The County of San Mateo MVCD will have the full resources of Cintas Corporation Nationally as well as the local South San Francisco California staff including a dedicated Service Representative that performs on-site weekly pick up, delivery, changes, credits, ordering, and verification that all is running smoothly with the garment services.

In addition, County of San Mateo MVCD has a two Service Managers and two Service Supervisor and access to General Manager that can be called on to help with any items beyond the week to week services, including but not limited to, uniforms ordering, changing, and billing credits or clarification.



- Cintas directly Manufacture's all products to ensure quality, fast turnaround and consistency on all products.
- Portable Route Computers are on each vehicle allowing for changes to be entered by the service representative each week for fast changes requested to be applied to the account.
- All products are inspected weekly to ensure that the San Mateo County MVCD staff doesn't have to take the time to double check. This includes every shirt and every pant, jumpsuit, etc. for rips tears and automatic replacements or repair items.
- Processes have been put in place to ensure an emphasis on quality and consistency at every level.
- Cintas' abilities in Garment/Uniform Manufacturing, Logistics, Weekly Inspection, and customer service are unrivaled and outlined in the following pages and included Power Point.

We hope our attention to detail in this proposal is viewed as a validation of our attention to detail in our services to ensure a smooth program for the San Mateo County MVCD provided we are selected.

Thank you for your acceptance of our submission.

Sincerely,

Kara Chan

## **B. PROFILE ON THE PROPOSING FIRM:**

### **Company History/ Organization Overview / Financial Stability**



- The below history and financial data is an excerpt from Cintas public website and 10K filing.
- Information including financial data has been reviewed by Cintas Executive/Financial staff including our CFO

Cintas Corporation, provides highly specialized products and services to businesses of all types primarily throughout North America, as well as Latin America, Europe and Asia. Cintas' products and services are designed to enhance its customers' images and brand identification, as well as provide a safe and efficient work place. Cintas was started in 1929 in Cincinnati as Acme Wiper and Industrial Laundry, a family-owned business that reclaimed and cleaned rags for local businesses. The company became Cintas Corporation in 1973. Cintas was founded in 1968 by Richard T. Farmer, currently the Chairman Emeritus of the Board, when he left his family's industrial laundry business in order to develop uniform programs using an exclusive new fabric. In the early 1970's, Cintas acquired the family industrial laundry business. Over the years, Cintas developed additional products and services that complemented its core uniform business and broadened the scope of products and services available to its customers.

Cintas classifies its businesses into four operating segments based on the types of products and services provided. The Rental Uniforms and Ancillary Products operating segment consists of the rental and servicing of uniforms and other garments including flame resistant clothing, mats, mops and shop towels and other ancillary items. In addition to these rental items, restroom cleaning services and supplies and carpet and tile cleaning services are also provided within this operating segment. The Uniform Direct Sales operating segment consists of the direct sale of uniforms and related items and branded promotional products. The First Aid, Safety and Fire Protection Services operating segment consists of first aid, safety and fire protection products and services. The Document Management Services operating segment consists of document destruction, document imaging and document retention services.

We provide our products and services to over 900,000 businesses of all types – from small service and manufacturing companies to major corporations that employ thousands of people. This diversity in customer base results in no individual customer accounting for greater than one percent of Cintas' total revenue. As a result, the loss of one account would not have a significant financial impact on Cintas.

**The following table sets forth Cintas' total revenue and the revenue derived from each operating segment:**

Fiscal Year Ended May 31, (in thousands)	2011	2010	2009
Rental Uniforms and Ancillary Products	\$2,692,248	\$2,569,357	\$2,755,015
Uniform Direct Sales	419,222	386,370	428,369
First Aid, Safety and Fire Protection Services	377,663	338,651	378,097
Document Management Services	321,251	252,961	213,204
<b>Total Revenue</b>	<b>\$3,810,384</b>	<b>\$3,547,339</b>	<b>\$3,774,685</b>

The primary markets served by all Cintas operating segments are local in nature and highly fragmented. Cintas competes with national, regional and local providers, and the level of competition varies at each of Cintas' local operations. Product, design, price, quality, service and convenience to the customer are the competitive elements in each of our operating segments.

Within the Rental Uniforms and Ancillary Products operating segment, Cintas provides its products and services to customers via local delivery routes originating from rental processing plants and branches. Within the Uniform Direct Sales and First Aid, Safety and Fire Protection Services operating segments, Cintas provides its products and services via its distribution network and local delivery routes or local representatives. Within the In total, Cintas has approximately 7,800 local delivery routes, 430 operations and eight distribution centers. At



May 31, 2011, Cintas employed approximately 30,000 employees.

Cintas sources finished products from many outside suppliers. In addition, Cintas operates six manufacturing facilities that provide for standard uniform needs. Cintas purchases fabric, used in its manufacturing process, from several suppliers. Cintas is not aware of any circumstances that would hinder its ability to continue obtaining these materials.

Cintas is subject to various environmental laws and regulations, as are other companies in the uniform rental industry. While environmental compliance is not a material component of its costs, Cintas must incur capital expenditures and associated operating costs, primarily for water treatment and waste removal, on a regular basis. Environmental spending related to water treatment and waste removal was approximately \$18 million in both fiscal 2011 and 2010. Capital expenditures to limit or monitor hazardous substances were approximately \$2 million in fiscal 2011 and less than \$1 million in fiscal 2010. Cintas does not expect a material change in the cost of environmental compliance and is not aware of any material non-compliance with environmental laws.

**SERVICE PLAN:**

**Cintas will leverage our unique capabilities to supply the San Mateo County MVCD with a smooth transition plan and the highest quality services week to week.**

**B. Description of Experience**

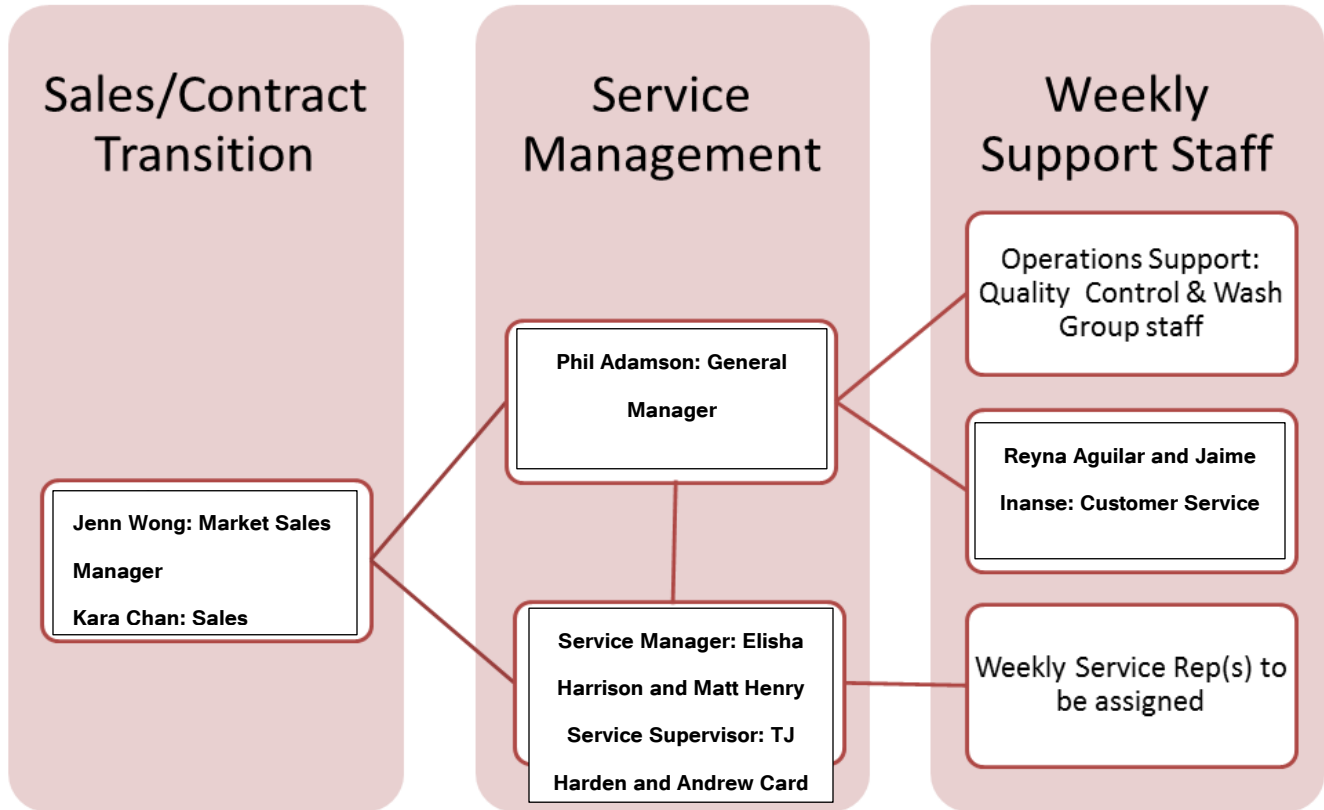


Project Name	Client	Description of work performed	Average Weekly Volume	% work firm as responsible for	Period work was completed	Client Contact Information
Uniform and Facility Service Program	City of San Mateo	Uniform rental/laundry and facility service	\$318	100	4/9/2012 – Current	Pat Rosenthal – Maintenance Superintendent– 650-522-7386
Did your firm meet the project schedule?			Yes			
Give a brief statement of the firm's adherence to the schedule and budget for the project:						
Our programs are flexible in that we are able to work with our client to consult and find business solutions. We guarantee to deliver the highest quality textile rental service at all times. If we recommend any new services or products or lower any services or products in hard times, we are able to work with our client to maintain a long lasting business relationship.						
Project Name	Client	Description of work performed	Average Weekly Volume	% work firm as responsible for	Period work was completed	Client Contact Information
Uniform and Facility Service Program	County of San Mateo	Uniform rental/laundry and facility service	\$1,358	100	7/11/1996 - Current	Peter Tocchini – Purchasing Manager - 650-363-4408
Did your firm meet the project schedule?			Yes			
Give a brief statement of the firm's adherence to the schedule and budget for the project:						
Our programs are flexible in that we are able to work with our client to consult and find business solutions. We guarantee to deliver the highest quality textile rental service at all times. If we recommend any new services or products or lower any services or products in hard times, we are able to work with our client to maintain a long lasting business relationship.						
Project Name	Client	Description of work performed	Average Weekly Volume	% work firm as responsible for	Period work was completed	Client Contact Information
Uniform and Facility Service Program	Space System Loral	Uniform rental/laundry and facility service	\$1,722	100	9/25/2006 – to current	Laurel Hahn – General Purchasing Section Manager Materials - 650-852-5798
Did your firm meet the project schedule?			Yes			
Give a brief statement of the firm's adherence to the schedule and budget for the project:						
Our programs are flexible in that we are able to work with our client to consult and find business solutions. We guarantee to deliver the highest quality textile rental service at all times. If we recommend any new services or products or lower any services or products in hard times, we are able to work with our client to maintain a long lasting business relationship.						
Project Name	Client	Description of work performed	Average Weekly Volume	% work firm as responsible for	Period work was completed	Client Contact Information
Uniform and Facility Service Program	Stanford University – Maintenance	Uniform rental/laundry and facility service	\$676	100	1/19/1999 – to Current	Brandee Rasmussen – Resource Specialist - 650-725-1514
Did your firm meet the project schedule?			Yes			
Give a brief statement of the firm's adherence to the schedule and budget for the project:						
Our programs are flexible in that we are able to work with our client to consult and find business solutions. We guarantee to deliver the highest quality textile rental service at all times. If we recommend any new services or products or lower any services or products in hard times, we are able to work with our client to maintain a long lasting business relationship.						
Project Name	Client	Description of work performed	Average Weekly Volume	% work firm as responsible for	Period work was completed	Client Contact Information
Uniform and Facility Service Program	Stanford Hospital	Uniform rental/laundry and facility service	\$5,700	100	5/31/2000 to current	Dan Guerrero – Day Operations Manager Housekeeping Department 725-5400
Did your firm meet the project schedule?			Yes			
Give a brief statement of the firm's adherence to the schedule and budget for the project:						
Our programs are flexible in that we are able to work with our client to consult and find business solutions. We guarantee to deliver the highest quality textile rental service at all times. If we recommend any new services or products or lower any services or products in hard times, we are able to work with our client to maintain a long lasting business relationship.						

### C. Qualifications of Personnel

**A. SERVICE TEAM STRUCTURE/INTERNAL CONTROLS –**

Cintas organization structure will be given a visual outline below. Although there are many logistics and people that are required to provide you great service weekly. We attempt to keep our organization very simple and direct allowing you to have fast answers and service at a local level. The below Transitional Organization chart should provide a visual of our transitional model and then the service organization.



**STAFF QUALIFICATIONS / EXPERIENCE –**

**Cintas Staff: San Mateo County MVCD Team**

**Market Sales Manager:**

Jenn Wong: [wongj@cintas.com](mailto:wongj@cintas.com) : (650) 823-2214: 6 Years with Cintas

- Prepare RFP response with the help of all follow up team members.
- Will help to ensure a smooth transition to Cintas Services along with contract compliance.

**General Manager:**

Phil Adamson: [adamsonp@cintas.com](mailto:adamsonp@cintas.com) : (916) 601-2619: 16 years with Cintas

- Executive overseeing Entire San Francisco – Palo Alto Region
- He is personally available to you if needed and would be listed as the Ultimate Single point of contact for any service items that come up.

**Service Manager:**

Elisha Harrison: [harrisone@cintas.com](mailto:harrisone@cintas.com) : (415) 756-6201: 11 years with Cintas



- Oversees weekly Service Reps County of San Mateo MVCD are undetermined until logistics planning) to ensure a week to week smooth program.
- He can reached directly by e-mail or phone and can supplement the weekly service for any follow up items including Reporting, Finance, Product support follow up.

#### **Area Sales Consultant:**

**Kara Chan:** [kchan@cintas.com](mailto:kchan@cintas.com) (650) 787-2011: 2 year with Cintas

- Project Manager during transition to facilitate sizing and logistics for a smooth transition to Cintas and first delivery.
- Including gathering all transition logistics and scheduling and coordinating Cintas resources with County of San Mateo MVCD.

#### **Customer Service:**

**Jamie Inase and Reyna Aguilar** – [InaseJ@cintas.com](mailto:InaseJ@cintas.com) and [AguilarR@cintas.com](mailto:AguilarR@cintas.com) : (650) 589-4300: 1 year with Cintas

- Customer service rep assigned to the San Francisco to Palo Alto area. She can be called or e-mailed beyond the weekly delivery to initiate Ordering, Billing, or Reporting questions will : 1. Immediate account look up and resolution to your concern. Or 2. Initiate the 24 hour contact for a resolution plan by your service rep and service manager.

### **E. Description of major service agreements that influence the cost:**

There are no make-up, emblem, name tag, delivery fees. The weekly service charge is a flat = \$5.95. If you want to participate in our Uniform Advantage program which is an insurance on your uniforms = \$.06/unit. Uniform Advantage covers damaged garments needing replaced outside of normal wear and tear. Uniform Advantage does not cover lost or unreturned garments.

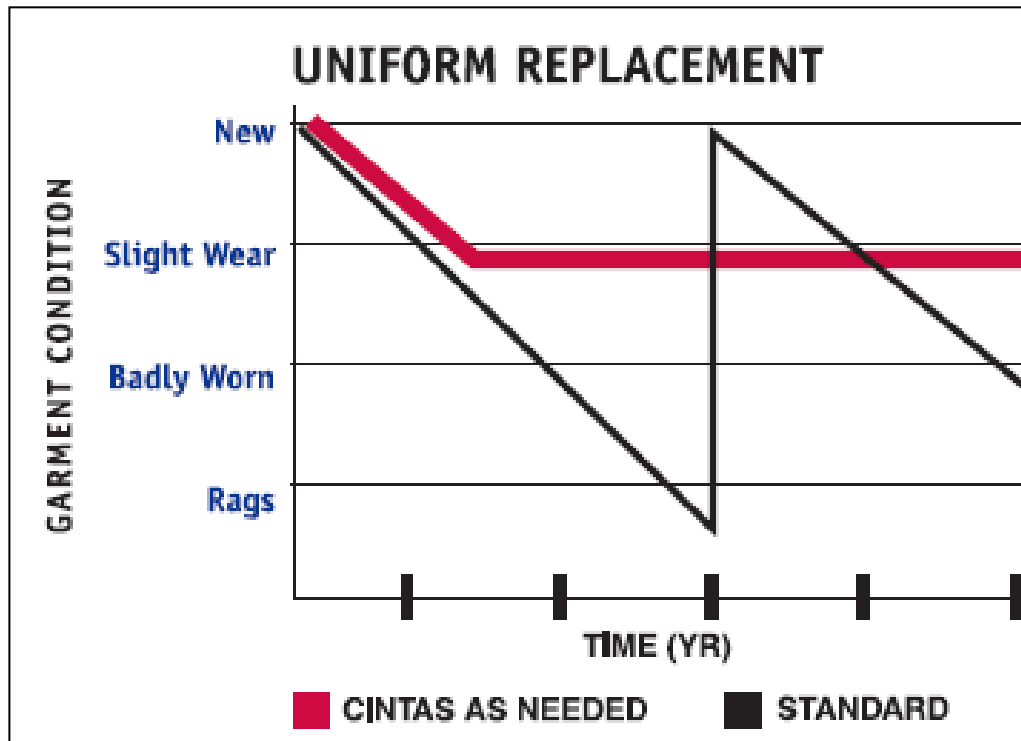
### **F. Description of key activities and deliverables:**

We have blended in much of the weekly processes in detail the preceding pages as they are instrumental in how Cintas will provide ongoing account management to the San Mateo County MVCD. The included Cintas team will work with each San Mateo County MVCD department manager and coordinator to refine all Program details.

Cintas will utilize internal Cintas personnel and resources to accomplish these tasks beyond the management team listed but will be directed by a project manager to ensure all processes are being implemented.

In the following pages we'll provide a visual representation of how we would transition the San Mateo County MVCD to a Cintas program for any new departments and our current service methodology and how it is set up to ensure the highest quality service at all times while reducing issues and costs associated with the program.

1. Cintas will utilize all of our unique products/distribution and service availability to ensure all garments are serviced at the high quality standards the San Mateo County MVCD demands. We would prefer to utilize the current replace as needed program we have in place with the San Mateo County MVCD vs. a depreciation methodology or insurance to mitigate costs due to no inspections or forced counting without an integrated tracking as Cintas has built in our service model. This has proven effective in many high image accounts to consistently provide a better image on a consistent basis.



### Unique Garment Manufacturing

- Cintas has some of the largest internal manufacturing systems as well as extensive garment manufacturer relationships being one of the largest Uniform Suppliers in the United States.
- All garments the San Mateo County MVCD has outlined would be manufactured in-house by Cintas with the lightest weight but durable construction in the Uniform industry, with the exception of the FRC.
- Women's garments are not an afterthought. Cintas has the only true women's line in the Uniform supply industry.
- Garments are stocked locally in Stockton allowing for a one week turnaround on most sizes up to 3XL and 46 inch waist.

### Unique Service Systems

#### Garment Tracking

- Cintas ID Tapes every garment for internal tracking at the processing facility. This ensures that the garments are returned to the County of San Mateo MVCD sites each week they are turned in to be processed.
- Manual Backup: If there is a discrepancy in what was picked up to delivery. Cintas has an "Individual Garment Check sheet" system that can be employed by the service representative; whereby they count each garment that is picked up on site. A copy of a tri-copy is given to the locations contact with that weeks pick up count. These are then counted, manually; again at the Cintas facility prior to delivery to ensure what was picked up the week before is also being delivered.
- This manual counting is done in addition to the electronic tracking already in place. This helps to still have a human hand in the process for our customers to ensure that the garments are returned in full.
- Cintas also has a scanning system called Tru Count, in which each ID tape is bar coded and scanned at the customer site upon weekly pick-up.



### Weekly Garment Inspection

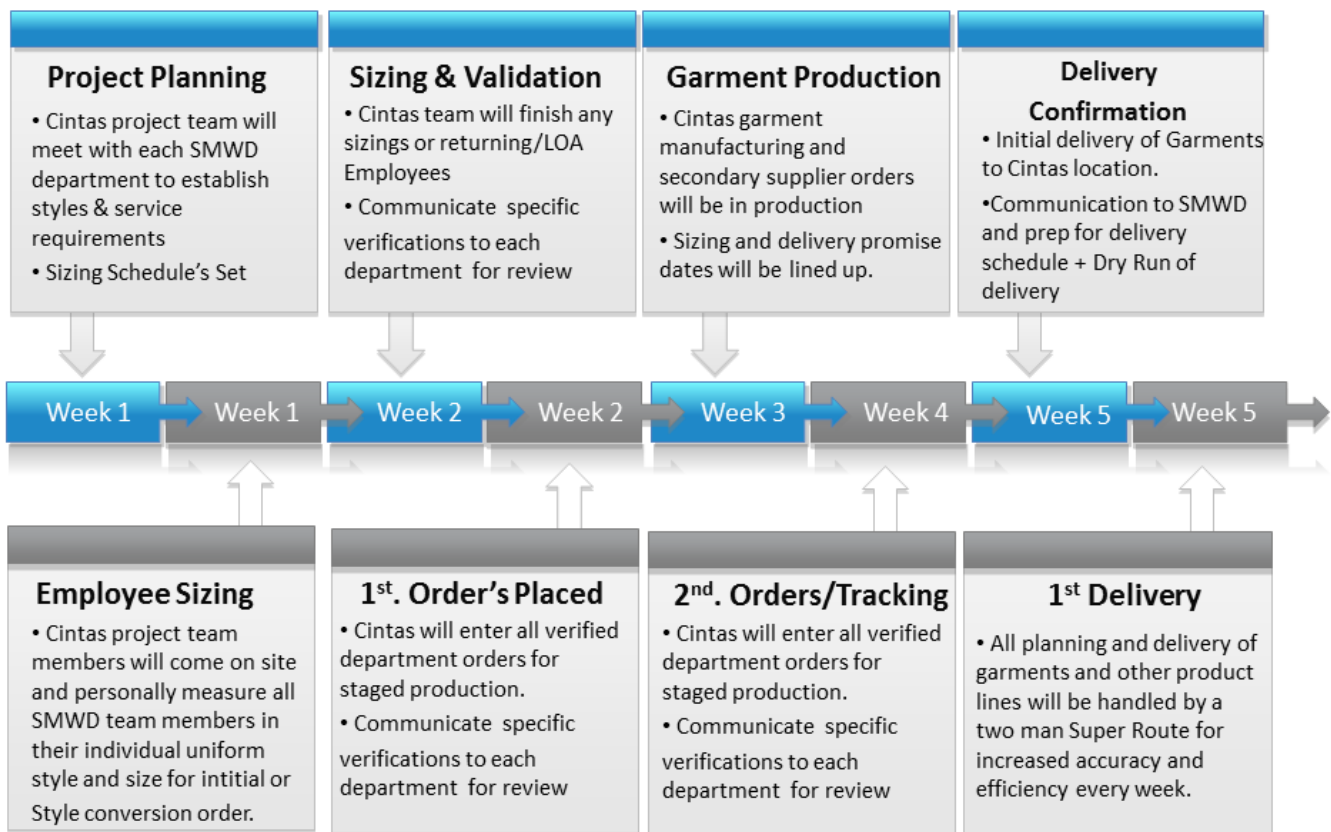
- Every garment that is washed is inspected for repairs and replacement orders without our clients asking. 90+% of our weekly replacements are initiated by Cintas at no cost to our clients.
- Each shirt is hung on a lighted mannequin for our inspectors to look for missing buttons, and rips and tears needing attention. Pants are inspected for zippers, seam rips, and other holes.
- All garments are slated for replacement the week of inspection if they are not up to standards outlined by the ID Tape Date and Contract.

### G. Proposed Project Schedule

- In the following pages we will cover a visual transition overview and weekly service steps for the County of San Mateo MVCD.

- This supports the text detail of the weekly delivery logistics in the prior sections. SMWD = Site Manager within Department; or the County of San Mateo MVCD.

## UNIFORM TRANSITION TIMELINE EXAMPLE



### H. Description of the proposers billing practice and payment terms

#### Service/Customer Service/Accounting

- All Cintas Service Personnel are paid on performance of a CSI (Customer Service Index) This ensures that the weekly check in process and survey is directing the San Mateo County MVCD's experience with Cintas.
- The County of San Mateo MVCD will have a variety of ways to access Cintas Service:
  - Weekly Service Rep (Onsite changes)(Weekly Satisfaction Checklist)
  - Customer Service (E-mail or Phone)(Backup for weekly requests)
  - Service Manager (E-mail or Phone)(Service Rep Vacation/Backup/Escalation/Quarterly Survey)
  - General Manager (E-mail or Phone)(Escalation, Annual Survey)
- Cintas Accounting system will allow for the San Mateo County MVCD to direct the billing breakdown to streamline internally across Departments/P.O.'s/Budgets to ensure accurate and manageable payables.

### Garment Wash Process :

- Every garment is separated on Cintas Service Pickup. They are separated by soil type to ensure they are washed with like garments.
- Each type of load (Mechanics, Building Maintenance, Painters, etc.) is washed in an automated, unique formulation to ensure garments are as clean as possible from the various work environments.
- Cintas wash process is Alkaline vs. Acidic as most Industrial Laundry companies still are. We lead the way in our wash process being lighter on the skin to uniforms wearers.



- **NPE-Free (Nonylphenol Ethoxylate) Detergents** - Cintas has transitioned companywide from a Nonylphenol Ethoxylate (NPE) based detergent to a new, more environmentally friendly detergent for use in all of our laundry facilities. Cintas was the first major industrial laundry company to convert 100% from an Nonylphenol Ethoxylate based detergent.

### Methodologies & Workplan:

The included Cintas team will work with each one of the site coordinators for the San Mateo County MVCD along with Cintas resources to accomplish the following items and any other San Mateo County MVCD and Cintas agree on to ensure a smooth transition and on time delivery to commence services 4 weeks from our award.

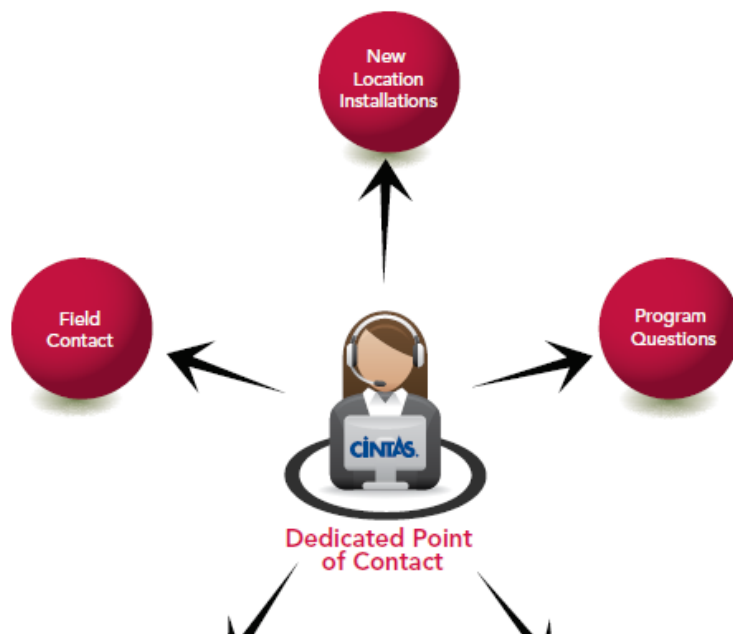
Cintas will utilize internal Cintas personnel and resources to accomplish these tasks beyond the management team listed but will be directed by the Market Sales Manager to ensure all processes are being implemented.

Cintas has internal garment Manufacturing, Distribution, and vertically integrated supply chain management all owned and operated by Cintas. These proprietary systems and resources will be utilized to ensure timely delivery of all products and services outlined in this RFP.

### Cintas delivers a consistent program.

Ensuring your business maintains an image of quality to your customers is a high priority. The Cintas Account Management Program will ensure you maintain program quality and consistency across all of your locations. With our new process, you will be assigned a single point of contact, be able to compare costs/spend throughout all of your locations, and ensure program consistency. Let Cintas simplify your program.

- You will be assigned a single point of contact.
- You will be able to compare costs/spend throughout all of your locations.
- You will be able to ensure program consistency.





## RFP Cintas Overview/Product/Systems/Service Summary:

- **Product choices:** Cintas offers most standard products in the rental industry, made by Cintas at higher quality and comfort than outsourced firms. Every item in this RFP will have a comparable substitute available to the San Mateo County MVCD.
- **Pick-up and delivery tasks:** Weekly documentation will be provided to the San Mateo County MVCD at weekly pick-up of Hand counts of all products. A mandated check-in contact will always be done at each delivery department to help ensure weekly accuracy.
- **Sizing, ordering, and replacement procedures:** The Cintas team will ensure each employee is individually sized for accuracy in the beginning (eliminating upfront errors). Replacements are done weekly at the site of inspection in the Cintas plant. No charge replacements are done automatically; any others will be brought to the San Mateo County MVCD department's attention for approval as outlined in the RFP.
- **Quality control (item appearance, cleanliness, delivery quantity accuracy) processes. :** All items are washed and hand inspected through industry leading and patented inspection processes. This allows Cintas to provide the San Mateo County MVCD a maintenance free service vs. relying on the San Mateo County MVCD to always request or tag items for replacement.
- **Tracking and billing processes:** All items are tracked. Garments are barcoded and bulk items counted. Billing is set up as flat inventory/delivery quantities to provide the San Mateo County MVCD with Even billing without many large charges or small additional charges... This allows for consistent billing weekly invoicing with monthly statements reflecting those invoices for payment. Additional reports are available as needed to help refine/streamline any necessary information to the San Mateo County MVCD. We will develop a close relationship with each department ensuring all needs are met.
- **Customer service plan:** The San Mateo County MVCD will have the Cintas team in Palo Alto, as a whole, available to them at any time during business hours. The weekly service representative should be able to make changes. However, your Customer Service Rep, Service Supervisor, & General Manager are always available by phone or e-mail to help resolve any item that may come up. When you contact customer service, Cintas policy is to respond with an action plan within 24 hours for you at all times.
- **Problem resolution procedures:**
  - Step 1.** Weekly Service Rep: Order/Change/Billing can be handled through them to ensure quick/accurate follow through within the outlined time frames.
  - Step 2.** Customer Service: Call or e-mail them at your local Palo Alto office and your Service Rep or Service Manager has 24 hours to complete a resolution plan and call/e-mail you back to ensure you're satisfied with that (typically it's sooner or end of that day).
  - Step 3.** General Manager: Call or e-mail Chris Hack and it will get resolved.
- **Average turnaround times for sizing, ordering, and replacement of items. Specify turnaround time in Calendar days from date of request/order.:** Cintas Manufacturing and Stockroom abilities allow us to offer a 7 Calendar day turnaround on over 90% of orders up to 3XL and 46 inch waist. Occasionally a 14 day delivery time is necessary but would be clearly communicated to the San Mateo County MVCD to ensure we promise accurately for each order.
- **Time schedule indicating when elements of work such as providing fitted uniforms would be completed after award of contract.**

A plan of 4-7 weeks would be outlined and structured in detail with each San Mateo County MVCD department and Cintas conversion team for exact dates.
- **Reporting capabilities:** Cintas has a range of reports available to San Mateo County MVCD and can create Queries as needed at a local level if there is specific information needed: Below are a few standard items that are popular, automatic, or upon request.



- Report 1:** Invoices + Monthly Statements: Audit for active personnel and accurate billing
- Report 2:** Individual Garment Check Sheet: Hand Count Records for all garments picked up and delivered weekly.
- Report 3:** Replacement Investment: Cintas can provide a report of total garment investment and replacement's applied to the Cities accounts by department.

## Invoice Sample

- Easy to read, Track, Audit

**ORIGINAL INVOICE**

REMIT TO: CINTAS CORPORATION #640  
(714) 639-8577  
15541 MOSHER AVE  
TUSTIN, CA 92780  
714-639-8577

SHIP TO: County of San Mateo

BILL TO: County of San Mateo

CONTACT: Devina Walker

INVOICE NO. 640463771  
INVOICE DATE 9/06/11

CONTRACT NO. 08762 ACCOUNT NO. 08762 STOP SEQ 33 DELIVERY CODE W102000 SOIL TKT CNT R

G E2M4

LOC 640 ROUTE 60 DAY 2 CUST NO. 08762 DEPARTMENT CUSTOMER P.O. NO. TAX CODE CA-ORAN-TUST

TERMS DUE 10/10/11  
EVEN BILLING

PAGE 1

LINE NO.	SOIL CNT	MIN CHG	C O	BB	ITEM DESCRIPTION OR EMPLOYEE NAME	EMP. NO.	ITEM NO.	QUANTITY INVENTORY	QUANTITY INVOICED	PRICE	INVOICE AMOUNT	T X
43					COMFORT PANT MARK GARCIA	UP 19	945	11PT		.260	2.86	N
											5.06	
44					COMFORT SHIRT	UP 20	935	11SH		.200	2.20	N
45					COMFORT PANT OSCAR GRANADOS	UP 20	945	11PT		.260	2.86	N
											5.06	
46					COMFORT SHIRT SAMUEL SANCHEZ	UP 21	935	11SH		.200	2.20	N
47					COMFORT SHIRT WILLIAM WESLEY	UP 22	935	11SH		.200	2.20	N
48					NEW CINTAS JEAN	UP 23	394	11PT		.360	3.96	N
49					COMFORT SHIRT FRANK AYALA	UP 23	935	11SH		.200	2.20	N
											6.16	
50					QUILTED VEST	UP 24	175	2VT		.850	1.70	N
51					COMFORT SHIRT JUAN CARO	UP 24	935	11SH		.200	2.20	N
											3.90	
52					COMFORT SHIRT	UP 25	935	11SH		.200	2.20	N
53					COMFORT PANT MAURICIO NAVA	UP 25	945	11PT		.260	2.86	N
											5.06	
54					COMFORT SHIR-SZ PREM	UP 26	935	11SH		.420	4.62	N
55					COMFORT PANT JUAN C.	UP 26	945	11PT		.260	2.86	N
											7.48	
56					LXNAME -CUST SUPPL	JU 27	X 124		11	1.000	11.00	N
57					LXXXXX -CUST SUPPL	JU 27	X 124		11	1.000	11.00	N
58					MAKEUP CHARGE	JU 27	X 125		11	2.500	27.50	N
59					COMFORT SHIRT FRANK GUZMAN	JUF 27	935	11SH		.200	2.20	N
											51.70	
60					COMFOR SHIR-SZ PREM OCTAVIO GANDARI	UF 29	935	5A		.420	2.20	N
61					COMFORT SHIRT JOSE MARIN	UF 30	935	11SH		.200	2.20	N
62					SERVICE CHARGE	PF 1 X	106	1		6.950	6.95	N
63											413.56	
											7.750 % SALES TAX	
											413.56	
											INVOICE TOTAL	

- Easy to read Invoices**
  - Accurate
  - Detailed
- General Item description**  
Any Larger Sizing
- Item Number for Pricing or Re-order**
- Quantity Inventory being Used/Billed**
- Emblem /Prep Quantity Billed**
- Unit Pricing + Total Verification Based on Inventory**

Customer: XXXX - OCVCD Invoice #: XXXXX for \$XXXXX A/R Date: XX-XX-XXXX Time: 15:00 Signer Name: Julie Romo	<b>Totaled by Department Or Account Number</b>
REVIEW	INVOICE # 055344427
	FINAL TOTAL

## Access to Information

- Cintas has Internal reports to track all usage data and help the San Mateo County MVCD identify any items needing attention immediately --- Below is a visual example of the information we track to better service your account.  
(exact reports may vary)
- San Mateo County MVCD can simply call or e-mail for any information and a LIVE person will help get any information needed.

**Date Report Printed**

**Employee Name**

**Item Inventory Quantity**

**Billing Quantity**

**Pick-up Quantity**

**Delivered Quantity**

**Customer Name & Number**

**Employee Number**  
Each wearer has his/her own employee number for your account

**Individual Garment ID**

**Garment Type**

**Garment Color**

**Garment Size**

**Garment Upgrades**  
Upgrade requested by Cintas Quality Control Department

**Repair Type**

**Courtesy Repair**  
Repairs performed upon request by customer or Cintas Quality Control Department

Emp#	Emp Name	Ty	Item	U	Cl	Sl	Size	Inv	Pickup 1/11/02	Delivery 1/18/02	Difference
1	FRIDLEY, J	PT	00945	0	20		3631	11	3	3	
		SH	00828	0	80	RG	0017	6	1	1	
2	WRIGHT, TO	SH	00935	0	37	SS	000L	11	5	5	
		PT	00945	0	38		4030	11	5	5	
6	HYMER, RAN	SH	00935	0	37	SS	000L	11	5	5	
		PT	00945	0	38		3633	11	5	5	
8	REED, RAND	SH	00935	0	37	RG	000L	11	4	4	
		PT	00945	0	38		3134	11	6	6	
9	SMITH, MAR	SH	00935	0	37	RG	000M	11	4	4	
		PT	00945	0	38		3432	11	4	4	
10	ALLEN, WIL	JK	00677	0	20	RG	0005	2	1	1	
		SH	00935	0	37	RG	0005	11	5	5	
		PT	00945	0	38		3031	11	5	5	
11	TRAVNOR, J	SH	00935	0	37	SS	000L	11	6	6	
		PT	00945	0	38		3800	11	3	3	
12	BURGESS, T	SH	00935	0	37	RG	000M	6	3	3	
		SH	00935	0	37	SS	000M	5	2	2	
		PT	00945	0	38		3530	11	5	5	

Emp#	Emp Name	Garment ID	Item	Cl	Sl	Size	Status	Reason
1	FRIDLEY, J	9009675967	00945	20		3631	Pulled	Courtesy Upgrade-W
		9009248673	00945	20		3631	Issued	Courtesy Upgrade-W
9	SMITH, MAR	9009647689	00945	38		3432	Pulled	Destroyed Garment
		9009647680	00945	38		3432	Issued	Destroyed Garment

Emp#	Emp Name	Garment ID	Item	Cl	Sl	Size	Type	Requested By
1	FRIDLEY, J	9005877420	00945	20		3631	Button	Customer/SSR
10	ALLEN, WIL	9001046826	00935	37	RG	0005	Sew Pocket	Customer/SSR
		9006958823	00945	38		3031	Courtesy Repair In-Plant	
11	RAINOR, J	9002736955	00935	38	SS	000L	Courtesy Repair In-Plant	



**Preamble:** The agreement for services described below is also an agreement to engage in a relationship between organizations – agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

### **Our Values**

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard won experience.
- **Commitment:** government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

### **How RGS Does Business**

When you work with RGS you can expect:

- Pre-contract meetings either in person or by phone to ensure our working relationship starts on firm footing. RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS operates candidly, and will be open with what we can and cannot do. RGS is committed to honest interaction.
- When our employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public agency, partnering is valued. We look out for each other's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental joint powers agency evolving to meet upcoming local government needs. RGS has carefully constructed policies and procedures to allow us maximum flexibility to meet your needs. In doing this, we must recover our costs, which are kept to a minimum so client agency revenues are used wisely. We receive no tax revenues or client subsidies.

## Agreement for Management and Administrative Services

This Agreement for Management Services (“Agreement”) is made and entered into as of the 25<sup>th</sup> day of April 2014, by and between **San Mateo County Mosquito and Vector Control District (SMCMAD)**, a municipal agency (“Agency”), and **Regional Government Services Authority (RGS)**, a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

### **RECITALS**

THIS AGREEMENT is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That the Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

### **TERMS AND CONDITIONS**

**Section 1. Services.** The services to be performed by RGS under this Agreement shall include those services set forth in the **Exhibits**, which are by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

**1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which RGS is engaged in the geographical area in which RGS practices its profession. RGS shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in RGS’s profession.

**1.2 Assignment of Personnel.** RGS shall assign only competent personnel to perform services pursuant to this Agreement. In the event that Agency, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, RGS shall consider reassigning such person or persons. RGS’s Executive Director will notify Agency’s Chief Executive Officer in writing prior to assigning a different RGS employee to provide services other than the initial RGS Staff identified on the Exhibits.

**1.3 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet

the standard of performance provided in above and to satisfy RGS's obligations hereunder in the Exhibits.

**Section 2. Term of Agreement and Termination.** Services shall commence on or about the date specified in the Exhibits and shall continue until the date anticipated in the Exhibits to terminate, at which time services may continue on a month-to-month basis until one party terminates the agreement. This agreement may be terminated by either Party, with or without cause, upon 30 days written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency, which determination shall be made in good faith. If the Agency determines that the services performed by RGS are not satisfactory, the Agency may terminate this agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

**Section 3. Compensation.** Payment under this Agreement shall be as provided in the Exhibits.

**Section 4. Effective Date.** This Agreement shall become effective on the date first herein above written.

**Section 5. Relationship of Parties.**

**5.1** It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS only insofar as the results of RGS's services rendered pursuant to this agreement and assignment of personnel pursuant to Section 1.

**5.2** RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. Key RGS staff who will provide services to the Agency are indicated in the Exhibits. The Executive Director will not reassign any of the staff indicated in the Exhibits without first consulting with the Agency. The Executive Director will consult with Agency on an as-needed basis to assure that the services to be performed are being provided in a professional manner and meet the objectives of Agency.

**5.3** Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the Exhibits.



- 5.4** Agency shall not have any right to discharge any employee of RGS from employment.
- 5.5** RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker's compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including estimated taxes, FICA and other employment taxes; and provide Agency with proof of payment of taxes on demand.

**Section 6. Insurance Requirements.** Before beginning any work under this Agreement, RGS, at its own cost and expense, shall procure "occurrence coverage" insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors. RGS shall provide proof satisfactory to Agency of such coverage that meets the requirements of this section and under forms of insurance satisfactory in all respects to the Agency. RGS shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be paid by RGS. RGS shall not allow any subcontractor to commence work on any subcontract until RGS has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to Agency. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

**6.1 Workers' Compensation.** RGS shall, at its sole cost and expense, maintain statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by RGS. The statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, RGS may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or RGS, if a program of self-insurance is provided, shall waive all rights of subrogation against the Agency and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement where the subject loss is not proximately caused by the actions of or failure to act by a Agency officer, agent or employee or any person or entity other than the parties to the agreement.

An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after 15 days' prior written notice has been given to the Agency.

## **6.2 Commercial General and Automobile Liability Insurance.**

**6.2.1 General requirements.** RGS, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability in an amount not less than TWO MILLION DOLLARS (\$2,000,000) aggregated for bodily injury, personal injury, and property damage. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**6.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 8 and 9. No endorsement shall be attached limiting the coverage.

**6.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

- a. Agency and its officers, employees, agents, and volunteers shall be covered as insureds with respect to each of the following: liability arising out of activities performed by or on behalf of RGS including the insured's general supervision of RGS; products and completed operations; premises owned, occupied, or used by RGS; and automobiles owned, leased, or used by RGS. The coverage shall contain no special limitations on the scope of protection afforded to Agency or its officers, employees, agents, or volunteers.
- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

- c. An endorsement must state that coverage is primary insurance with respect to the Agency and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the Agency shall be called upon to contribute to a loss under the coverage.
- d. An endorsement shall state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits, except following reasonable notice to the Agency.

**6.3 Professional Liability Insurance.** Upon written request of Agency, RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions.

**6.3.1** Any deductible or self-insured retention shall not exceed \$1,000 per claim.

**6.3.2** An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after 15 days' prior written notice has been given to the Agency.

**6.3.3** The following provisions shall apply if the professional liability coverages are written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, RGS must provide extended reporting coverage for a minimum of 5 years after completion of the Agreement or the work. The Agency shall have the right to exercise, at RGS's sole cost and expense, any extended reporting provisions of the policy, if RGS cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the Agency prior to the commencement of any work under this Agreement.

## **6.4 All Policies Requirements.**

**6.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Best's rating of no less than A:VII.

**6.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

**6.4.3 Subcontractors.** RGS shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**6.4.4 Variation.** The Agency may approve a variation in the foregoing insurance requirements, upon a determination that the coverages, scope, limits, and forms of such insurance are either not commercially available, or that the Agency's interests are otherwise fully protected.

**6.4.5 Deductibles and Self-Insured Retentions.** RGS shall disclose to and obtain the approval of Agency for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Agency's Chief Executive Officer, RGS may increase such deductibles or self-insured retentions with respect to Agency, its officers, employees, agents, and volunteers. The Agency's Chief Executive Officer may condition approval of an increase in deductible or self-insured retention levels with a requirement that RGS procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

**6.4.6 Notice of Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS's earliest possible opportunity and in no case later than five days after RGS is notified of the change in coverage.

- 6.5 Remedies.** In addition to any other remedies Agency may have if RGS fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, Agency may, at its sole option exercise any of the following remedies, which are alternatives to other remedies Agency may have and are not the exclusive remedy for RGS's breach:
- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
  - Order RGS to stop work under this Agreement or withhold any payment that becomes due hereunder, or both stop work and withhold any payment, until RGS demonstrates compliance with the requirements hereof; and/or
  - Terminate this Agreement.

## **Section 7. Legal Requirements.**

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions and that RGS is authorized by law to provide the services contemplated by this agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.
- 7.5 Nondiscrimination and Equal Opportunity.** RGS shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall

comply with all applicable federal, state, and Local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

## **Section 8. Keeping and Status of Records.**

- 8.1 Records Created as Part of RGS's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the Agency. RGS hereby agrees to deliver those documents to the Agency upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the Agency and are not necessarily suitable for any future or other use.
- 8.2 Confidential Information.** RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.
- 8.3 RGS's Books and Records.** RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.
- 8.4 Inspection and Audit of Records.** Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State

Auditor, at the request of Agency or as part of any audit of the Agency, for a period of 3 years after final payment under the Agreement.

**Section 9. Non-assignment.** This Agreement is not assignable either in whole or in part without the written consent of the other party.

**Section 10. Amendments.** This Agreement may be amended or modified only by written agreement signed by both Parties.

**Section 11. Validity** The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

**Section 12. Governing Law/Attorneys Fees.** This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

**Section 13. Mediation.** Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

**Section 14 Employment Offers to Our Staff.** Should the AGENCY desire to offer permanent or temporary employment to an RGS employee who is either currently assigned to the AGENCY or has been assigned to the AGENCY within the previous six months, said AGENCY will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to the Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff.

**Section 15 Entire Agreement.** This Agreement, including the Exhibits, comprises the entire Agreement.

**Section 16 Indemnity.**

**16.1 RGS's indemnity obligations.** Neither party will assume undue risk for the other party. RGS will defend and indemnify Agency, and hold it harmless, from any claim, demand or liability that is related to, or results from the manner in which RGS has performed this Agreement. Thus, RGS's indemnity obligations will arise when any claim or demand is made against Agency which premises Agency's liability, in whole or in part, upon any of the following:

- a. the quality or character of the work of RGS's employees or subcontractors;
- b. the negligent acts or omissions of RGS or its officers, directors, employees, or agents; or
- c. the willful misconduct of RGS or its officers, directors, employees, or agents.

Further, RGS will defend and indemnify Agency, and hold it harmless, from any claim, demand or liability that is related to, or results from an assertion that as a result of providing services to Agency, an RGS employee or a person performing work pursuant to this agreement is entitled to benefits from, or is covered by, the Social Security retirement system or the California Public Employee Retirement Systems. Notwithstanding the foregoing, however, RGS's obligation for any payments to such a claimant shall be limited to those payments which Agency may be required to pay.

**16.2 Agency's indemnity obligations.** Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely by virtue of the position they hold with Agency, or solely because of a duty any of them performs while in that position.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where a Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.



Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

**Section 17 Notices.** All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, addressed as follows:

Agency: San Mateo County Mosquito and Vector Control District  
1351 Rollins Road  
Burlingame, CA 94010

RGS: Regional Government Services Authority  
P. O. Box 1350  
Carmel Valley, CA 93924

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: \_\_\_\_\_, 2014 **San Mateo County Mosquito and Vector Control District**

By: \_\_\_\_\_  
Robert Gay, District Manager

APPROVED AS TO FORM:

DATED: \_\_\_\_\_, 2014 By: \_\_\_\_\_  
John C. Beiers, County Counsel

DATED: \_\_\_\_\_, 2014 **Regional Government Services Authority**

By: \_\_\_\_\_  
Richard H. Averett, Executive Director

APPROVED AS TO FORM:

DATED: \_\_\_\_\_, 2014 By: \_\_\_\_\_  
Sky Woodruff, Authority Counsel

## **Exhibit A**

### **Compensation.**

1. **Fees.** The Agency agrees to pay to RGS the full cost of compensation and support, as shown in Exhibit A, for the assigned RGS employee(s). Compensation is shown on an hourly basis.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS's costs of providing the services required hereunder, including salaries and benefits of employees. Consequently, the parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. The parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

2. **Reimbursement of RGS's Administrative Cost.** The Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to the Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 20 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of 1% per month, which is an annual percentage rate of 12%, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then the Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 10 working days advance written notice.

**Payment Address.** All payments due RGS shall be paid to:

Regional Government Services Authority  
PO Box 1350  
Carmel Valley, CA 93924

## AGENCY CONTACTS

**Agency Billing Contact.** Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL
Rosendo Rodriguez	rrodriguez@smcmad.org

**Agency Insurance Contact.** Please provide the contact person to whom the certificate of coverage should be sent:

NAME	EMAIL
Mary Leong	mleong@smcmad.org

## RGS STAFF

NAME	POSITION	HOURLY RATE*
Jennifer Bower	Senior Advisor	\$150.00
Sophia Selivanoff	Senior Advisor	\$115.00
TBD	Senior Advisor	\$115.00

\*The Hourly Rate does not include mark-up for direct external costs which will be invoiced to the Agency at cost.

The start date for the services to be performed is on or about May 1, 2014, and this agreement is anticipated to remain in force through June 30, 2015. Upon expiration of the agreement, services may continue on a month-to-month basis until one party terminates as provided for in Section 2 of the agreement.

Such employee(s) may perform services at the Agency offices available in Burlingame or at other locations.

## **Exhibit B**

**Scope of Services.** RGS shall assign an RGS employee or employees to perform the functions as described below:

- Perform the functions as assigned.
- Be reasonably available to perform the services during the normal work week, as agreed upon.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed.
- Other Duties - As part of the Agency job description(s) for this/these position(s) and/or as outlined below.
- Perform related work as required.

### **San Mateo County Mosquito Abatement District Scope of Services**

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

- 1.2.4. Coach or train managers and supervisors on new policies and implementation, prepare educational and informational documents, and participate in implementation meetings as needed.
  - 1.2.5. Conduct an in-depth review and analysis of benefit programs; and an in-depth cost-benefit analysis of existing labor issues, with associated strategic planning for employment-related issues.
  - 1.3. Phase III - ONGOING MAINTENANCE OF ESTABLISHED HR PROGRAMS
    - 1.3.1. Confer with management staff and supervisors upon request to provide a full range of human resources management advice and personnel problem solving recommendations. Completion of a personnel problem resolution plan.
    - 1.3.2. Provide written documentation of analysis and recommendations as needed.
    - 1.3.3. Draft specific personnel correspondence relevant to problem resolution.
    - 1.3.4. Provide individual coaching to supervisors and managers on conducting specific sensitive personnel conversations.
    - 1.3.5. Upon management request, meet jointly with managers or supervisors, employees and/or employee representatives for the purpose of problem clarification or resolution.
    - 1.3.6. Be reasonably available to perform the services during the normal work week, as agreed upon.
    - 1.3.7. Meet as often as necessary for the purpose of consulting about the District's human resources needs and issues, and the scope of work performed.
    - 1.3.8. Provide on-site human resources office hours each week of no less than 4 hours per week, ensuring that information and problem-solving services are readily available to all employees of the District. Work with Trustee Policy Committee to review and develop policies once per month for 2-3 hours.
  - 1.4. The cost of all consultant services described above shall not exceed the per rate hour as indicated below; consultants have not yet been determined.
2. Additional work not described above is recommended by RGS as part of the full human resources function.
    - 2.1. Such work may include but is not limited to:
      - 2.1.1. Conduct recruitment processes to fill District vacancies, or design selection instruments to be used in such processes.
      - 2.1.2. Design and conduct classification and compensation studies and surveys.
      - 2.1.3. Develop and conduct managerial, supervisory, or employee training courses, including team building, communication and conflict resolution workshops.
      - 2.1.4. Participate on behalf of the District in conducting: workers' compensation case management and interactive accommodation processes; medical leave management; labor negotiations; or any other activity requiring direct and ongoing engagement with the non-management employees of the District.
  3. Phase 1 will be a team effort, led by Jennifer Bower or Sophia Selivanoff. For Phases 2 and 3 and any other requested services, the RGS employee primarily assigned will be a Senior Advisor/Human Resources Manager, who will oversee and direct projects to RGS staff as needed. RGS staff with equal or lower bill rates may be assigned to projects or tasks at her discretion or as agreed with District.

## Agenda Item # 7.A

### **REGULAR AGENDA**

**SUBJECT: Earthquake Insurance.**

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#### **RECOMMENDATION**

Recommend the Board of Trustees introduce a motion to approve moving forward with earthquake insurance.

#### **BACKGROUND**

The Finance Committee started the investigation of earthquake insurance at their January 6, 2014 committee meeting where Kevin Bibler, Alliant Insurance Services was invited to present a presentation on earthquake insurance. The presentation provided by Kevin is included as an attachment.

Following the January presentation by Kevin Bibler, the committee felt the quotes annual premiums were too high.

1. Mt. Hawley Insurance Company's quote included an annual premium of \$61,920.
2. Lloyds of London quote's annual premium was in excess of \$90,000.
3. Both of these quotes included a 10% deductible and \$6,730,236 coverage for all buildings and contents.

The committee noted the current buildings:

1. Administrative Building/Laboratory Facility (Burlingame) was built in 2002.
2. Fishpond/Garage Building (Burlingame) was built in 2006.
3. Parking Garage (Burlingame) was built in 1979 and earthquake retrofitted in 2012.
4. Shop Building (Burlingame) was built in 1963.
5. Garage/Corporation Yard Building (Redwood City) was built in 2009.

All but one building was built within the last 12 years and all have automatic sprinklers. The District PEP-IP-CA property schedule outlining all real and personal property is attached and currently is being updated.

Working with Teri Scholle, Alliant Insurance Group, she was able to get the International Catastrophe Insurance Managers (ICAT), LLC in Boulder CO to bring their annual premium down to \$25,000 with a 20% deductible. However, they are excluding vehicles and equipment.

In March, Teri received the ICAT estimated commercial property quote. This quote was provided to each Board member at the April 9<sup>th</sup> Board meeting and are also attached to this agenda item.

As Teri stated in her email:

1. The quote is from ACAT/Lloyds of London and was dated March 3<sup>rd</sup>.
2. The limit on the ICAT quote is \$5,130,594.
3. The quote excludes all values related to autos, boats, vehicles, and equipment.
4. Annual premium for the 20% deductible is \$25,600 plus taxes and fees.
5. Annual premium for the 25% deductible is \$21,788 plus taxes and fees.

If the Board is interested in pursuing earthquake insurance we can have Kevin Bibler come to the next Board Meeting and explain the quote in detail.

Previous documents provided the Finance Committee included:

1. Earthquake Insurance: A Public Policy Dilemma, Federal Emergency Management Agency.
2. Earthquake Insurance, California Department of Insurance.

If the District moves forward with acquiring earthquake insurance the recommendation would include over time placing an amount equal to the deductible in the VCJPA Property Contingency Fund or a Local Agency Investment Fund (LAIF) account as a Natural Disaster Emergency Reserve Fund.

## **ATTACHMENTS**

1. Earthquake Insurance Presentation by Kevin Bibler, Alliant Insurance Services.
2. PEPIP-CA Property Schedule for San Mateo MVCD, July 26, 2013.
3. ICAT Property Quote, March 3, 2014.

Earthquake Insurance

San Mateo County Mosquito and  
Vector Control District





# Earthquake Insurance

## What is Covered

- Direct physical loss or damage to Covered Property at premises described in the Declarations, for the peril of Earthquake.

**Definition of Earthquake:** Any shaking or trembling of the crust of the earth caused by underground seismic forces, or by breaking and shifting of rocks beneath the surface.

All “earthquake” shocks that occur within any 168 hour period will constitute a single “earthquake”.

- Debris Removal and Pollutant Clean Up and Removal covered subject to sub-limits

# Earthquake Insurance

## What is *NOT* Covered

- Loss or damage caused directly or indirectly by fire, explosion or other excluded perils even if attributable to an “earthquake”
  - Generally categorized as “fire following”
  - Covered under your property policy (PEPIP)
- Sprinkler leakage (covered in PEPIP)
- Tidal Wave or Tsunami, even if attributable to an “earthquake”
- Earth movement including landslide, earth sinking, subsidence, earth rising or shifting unless directly caused by “earthquake”
- Accounts, bills, deeds, currency, etc.
- Animals (including mosquito fish)
- Property in transit
- Steam Boilers, steam pipes, steam turbines, or steam engines (resulting damage)
- Land

# Earthquake Insurance

## Limits

- Subject to an Annual Aggregate Limit (\$6,730,236)
  - Carrier's liability is limited to the least of the following:
    1. The actual adjusted amount of loss; or
    2. The Limits of Insurance or annual aggregate shown in the Declarations page of this policy or endorsed on this policy; or
    3. The stated values for the specific property involved in the loss as shown on the latest statement of values on file with the carrier.
  - **Debris Removal** sub-limit of 25% of the sum of the deductible plus the amount that the carrier pays for direct physical loss or damage to a maximum of \$100,000.
  - **Pollutant Clean Up and Removal** sub-limit of \$10,000 per "earthquake"

# Earthquake Insurance

## Deductible

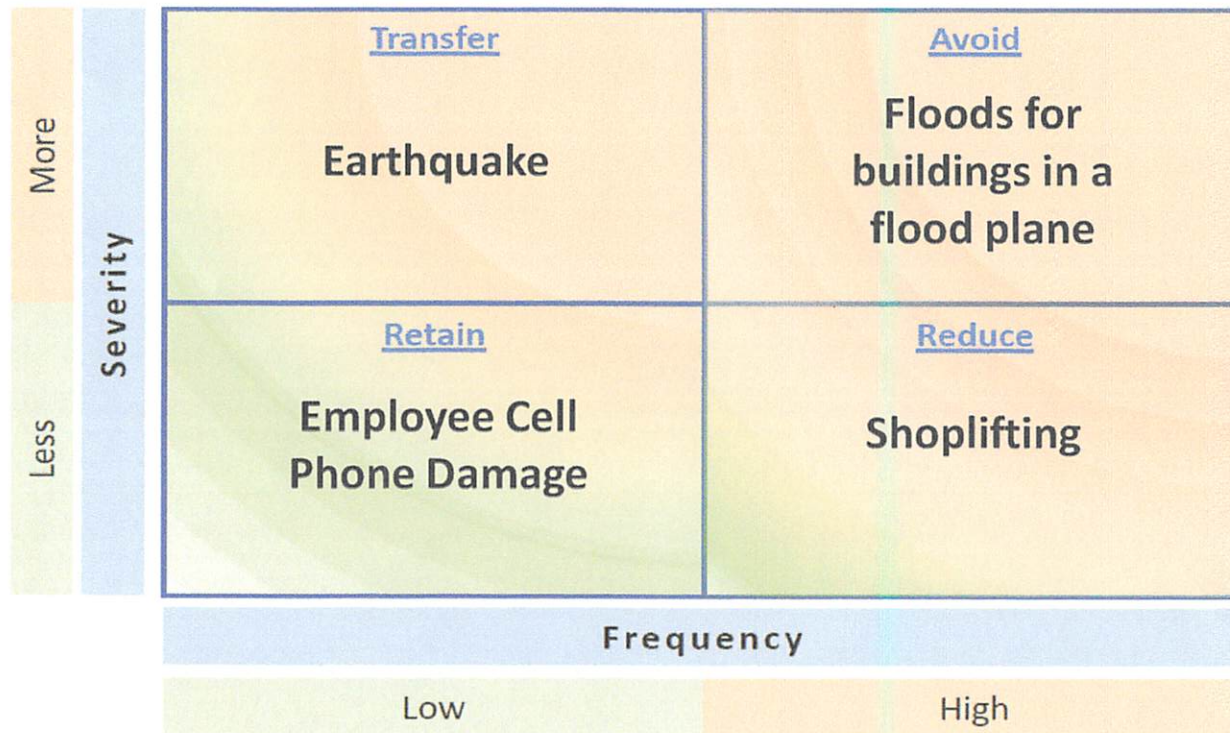
- Range from 5% to 10% or higher with minimums ranging from \$25,000 to \$100,000
  - Mt. Hawley Insurance Company – 10% with a \$25,000 minimum
  - PEPiP – 5% with a \$100,000 minimum (10% option requested as well)
  - Lloyds – 15% with a \$25,000 minimum

## Premium

- Mt. Hawley - \$61, 920 (inclusive of taxes and fees)
- PEPiP – Waiting on quotation
- Lloyds – Indication at excess of \$90,000

# Earthquake Insurance – The Buying Decision

## Risk Diagram



# Earthquake Insurance

## Three Part Strategy

Some California entities purchase earthquake insurance and some do not. Some entities rely on a three part strategy in dealing with the peril of earthquake.

- **Retention** – Maintain as high a deductible as can be absorbed
- **Insurance** – Purchase as much limit as can be afforded
- **FEMA/OES** - Rely on FEMA/OES to offset any shortfall

PREPARED BY  
**Alliant Insurance Services, Inc.**  
 1301 Dove Street  
 Suite 200  
 Newport Beach, CA 92660 (949) 756-0271

**PEPIP-CA PROPERTY SCHEDULE**  
**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL**  
**DISTRICT (VCJPA)**  
 July 26, 2013

Real Property Trend Factor: 2.80%  
 Personal Property Trend Factor: 0.99%

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spktr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
1		ADMINISTRATION BLDG & LABORATORY 1351 ROLLINS ROAD BURLINGAME CA 94010 Stories: 2	9,700 SQ. FT. ADMINISTRATION BUILDING	Class: D ALL COMB (WOOD FRAME)	Yes	2002	2004	EQ: A1 Flood:	No	No	No	2012	\$3,024,113	\$558,145	\$0	\$3,582,258
												2013	\$3,108,788	\$563,671	\$0	\$3,672,459
Lat: 37.590632 Lng. -122.365733																
1	A	GARAGE 1351 ROLLINS ROAD BURLINGAME CA 94010 Stories: 2	5,597 SQ. FT. GARAGE	Class: C MASONRY CONSTWOOD ROOF	Yes	1979	2000	EQ: A1 Flood:	No	No	No	2012	\$367,434	\$86,351	\$0	\$453,785
												2013	\$377,722	\$87,206	\$0	\$464,928
Lat: 37.590632 Lng. -122.365733																
1	B	SHOP BLDG 1351 ROLLINS ROAD BURLINGAME CA 94010 Stories: 1	1,784 SQ. FT. SHOP BUILDING	Class: C MASONRY CONSTWOOD ROOF	Yes	1963	2000	EQ: A1 Flood:	No	No	No	2012	\$148,675	\$88,069	\$0	\$236,744
												2013	\$152,838	\$88,941	\$0	\$241,779
Lat: 37.590632 Lng. -122.365733																
1	C	GARAGE / FISH PONDS 1351 ROLLINS ROAD BURLINGAME CA 94010 Stories: 1	2,464 SQ. FT. GARAGE/ FISH PONDS	Class: S ALL STEEL	Yes	2006	2000	EQ: A1 Flood:	No	No	No	2012	\$447,990	\$45,219	\$0	\$493,209
												2013	\$460,534	\$45,667	\$0	\$506,201
Lat: 37.590632 Lng. -122.365733																
3		BOATS AND TRAILER 1351 ROLLINS ROAD BURLINGAME CA 94010 Stories: N/A	0 SQ. FT. BOATS AND TRAILER BOATS 4 TRAILERS 4	Class: ZZ (N/A)	No	N/A		EQ: A1 Flood:	No	No	No	2012	\$0	\$128,000	\$0	\$128,000
												2013	\$0	\$128,000	\$0	\$128,000
Lat: 37.590632 Lng. -122.365733																
4		GARAGE/CORPORATION YARD 890 BARRON AVE REDWOOD CITY CA 94063 Stories: 1	3,676 SQ. FT. GARAGE/CORPORATION YARD	Class: S ALL STEEL	Yes	2009		EQ: A1 Flood:	No	No	No	2012	\$766,725	\$51,665	\$0	\$818,390
												2013	\$788,193	\$52,176	\$0	\$840,369
Lat: 37.483009 Lng. -122.203226																

PREPARED BY  
**Alliant Insurance Services, Inc.**  
 1301 Dove Street  
 Suite 200  
 Newport Beach, CA 92660 (949) 756-0271

**PEPIP-CA PROPERTY SCHEDULE**  
**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL**  
**DISTRICT (VCJPA)**  
**July 26, 2013**

Real Property Trend Factor: 2.80%  
 Personal Property Trend Factor: 0.99%

Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	Zone	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
800		CONTRACTORS' EQUIPMENT	0 SQ. FT.	Class: E	No	N/A		EQ: A1	No	No	No	2012	\$0	\$152,500	\$0	\$152,500
		1351 ROLLINS ROAD	REPLACEMENT COST	EQUIP (CONTRACT OR MOBILE)				Flood:	No	No	No	2013	\$0	\$152,500	\$0	\$152,500
		BURLINGAME CA 94010	4ARGOS													
		Stories: N/A	Pct. Sprmkt: 0													
Lat: 37.590632		Lng. -122.365733														
900		VEHICLES IN YARD (26)	0 SQ. FT.	Class: V	No	N/A		EQ: A1	No	No	No	2012	\$0	\$731,000	\$0	\$731,000
		1351 ROLLINS ROAD	RC, COMP ON PREMISES	VEHICLES				Flood:	No	No	No	2013	\$0	\$724,000	\$0	\$724,000
		BURLINGAME CA 94010														
		Stories: N/A	Pct. Sprmkt: 0													
Lat: 37.590632		Lng. -122.365733														

	Year	Real Property	Personal Property	BI / Rents	Totals
GRAND TOTALS:	2012	\$4,754,937	\$1,840,949	\$0	\$6,595,886
SPRINKLERED:	2012	\$4,754,937	\$829,449	\$0	\$5,584,386
UNSPRINKLERED:	2012	\$0	\$1,011,500	\$0	\$1,011,500
EARTHQUAKE:	2012	\$0	\$0	\$0	\$0
FLOOD:	2012	\$0	\$0	\$0	\$0

	Year	Real Property	Personal Property	BI / Rents	Totals
GRAND TOTALS:	2013	\$4,888,075	\$1,842,161	\$0	\$6,730,236
SPRINKLERED:	2013	\$4,888,075	\$837,661	\$0	\$5,725,736
UNSPRINKLERED:	2013	\$0	\$1,004,500	\$0	\$1,004,500
EARTHQUAKE:	2013	\$0	\$0	\$0	\$0
FLOOD:	2013	\$0	\$0	\$0	\$0

SIGNED / ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_





## International Catastrophe Insurance Managers, LLC

3665 Discovery Drive, 3rd Floor  
Boulder, CO 80303  
(303) 447-1155

### \*\*Estimated Commercial Property Quote\*\*

Coverage is underwritten by International Catastrophe Insurance Managers on behalf of the Company(ies) listed below. Coverage will be written on a Non-Admitted Difference in Conditions form.

#### Company Participation:

This quote is provided by the carriers listed below in the participation amounts listed. Each carrier will be responsible for their respective participation of all losses under this policy. Each of the Companies will be severally (but not jointly) liable solely for its own pro rata share.

Perils	Carrier	% Participation
Earthquake	Underwriters at Lloyd's, A (XV)**	85%
	National Fire & Marine Insurance Company, A++(XV) **	15%

\*One or more of the companies participating on this quote are non-admitted. The Producer is responsible for calculation and remittance of all Surplus Lines Taxes and Fees.

\*\*Participating insurers may include Certain Underwriters at Lloyd's, London and National Fire & Marine Insurance Company. Insurer participation may change at the time of binding.

Quote Number: CAQ544596

Processed: 03/03/2014 01:50 PM

**This Quote is valid for policy effective dates on or before: 04/02/2014**

Insured:  
San Mateo County Mosquito and Vector Control District  
1351 Rollins Road  
Burlingame, CA 94010  
United States of America

**Producer:** 1121.1  
AmWINS Insurance Brokerage of  
California, LLC  
19867 Prairie Street, Suite 250  
Chatsworth, CA 91311-6530  
License Number: N/A  
Phone Number: 818-772-1774

#### Location 1:

<u>Location Level Coverage</u>	<u>Limit</u>	<u>Premium</u>
Business Income/Extra Expense/Rental Value	\$0	\$0

**Building 1: 1351 ROLLINS RD, BURLINGAME, CA 94010**

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

<b><u>Property Coverage</u></b>	<b><u>Limit</u></b>	<b><u>Premium</u></b>
Flood	Not Included	
Earthquake Sprinkler Leakage	Included	
Building	\$3,108,788	\$13,844
Business Personal Property (including Tenant's Improvements and Betterments)	\$563,671	\$2,208
Mold Clean Up & Removal Coverage	Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.	
Ordinance or Law Coverage Parts B&C are limited to a 10% sublimit of the building.	Included	\$1,385
<b>Building Coverage Total</b>	<b>\$3,672,459</b>	<b>\$17,437</b>
Location 1 Summary		
Location Coverage Total	\$3,672,459	\$17,437
Inspection Fees		\$100
Location 2:		
<b><u>Location Level Coverage</u></b>	<b><u>Limit</u></b>	<b><u>Premium</u></b>
Business Income/Extra Expense/Rental Value	\$0	\$0

**Building 1: 1351 ROLLINS RD, BURLINGAME, CA 94010**

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

<b><u>Property Coverage</u></b>	<b><u>Limit</u></b>	<b><u>Premium</u></b>
Flood	Not Included	
Earthquake Sprinkler Leakage	Included	
Building	\$377,722	\$2,377
Business Personal Property (including Tenant's Improvements and Betterments)	\$87,206	\$385
Mold Clean Up & Removal Coverage	Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.	
Ordinance or Law Coverage	Included	\$238

Parts B&C are limited to a 10% sublimit of the building.

<b>Building Coverage Total</b>	<b>\$464,928</b>	<b>\$3,000</b>
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**Building 2: 1351 ROLLINS RD, BURLINGAME, CA 94010**

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

<b><u>Property Coverage</u></b>	<b><u>Limit</u></b>	<b><u>Premium</u></b>
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Flood	Not Included	
Earthquake Sprinkler Leakage	Not Included	
Building	\$152,838	\$962
Business Personal Property (including Tenant's Improvements and Betterments)	\$0	\$0

Mold Clean Up & Removal Coverage

Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.

Ordinance or Law Coverage	Included	\$96
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Parts B&C are limited to a 10% sublimit of the building.

<b>Building Coverage Total</b>	<b>\$152,838</b>	<b>\$1,058</b>
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**Building 3: 890 BARRON AVE, REDWOOD CITY, CA 94063**

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

<b><u>Property Coverage</u></b>	<b><u>Limit</u></b>	<b><u>Premium</u></b>
---------------------------------	---------------------	-----------------------

Flood	Not Included	
Earthquake Sprinkler Leakage	Included	
Building	\$788,193	\$601
Business Personal Property (including Tenant's Improvements and Betterments)	\$52,176	\$23

Mold Clean Up & Removal Coverage

Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.

Ordinance or Law Coverage	Included	\$60
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Parts B&C are limited to a 10% sublimit of the building.

<b>Building Coverage Total</b>	<b>\$840,369</b>	<b>\$684</b>
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**Location 2 Summary**

Location Coverage Total	\$1,458,135	\$4,742
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Inspection Fees		\$300
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<b>Policy Coverage Total</b>	<b>\$5,130,594</b>	
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<b>Earthquake Premium</b>	<b>\$22,179</b>
EQSL Premium	\$2,821
<b>Premium Total</b>	<b>\$25,000</b>
<hr/>	
<b>Inspections Fees Total</b>	<b>\$400</b>
<b>Policy Fee</b>	<b>\$200</b>
<b>Premium &amp; Fees Total</b>	<b>\$25,600</b>

<b>Other Deductible Options</b>				
	Earthquake			
	Your Quote	Option 1	Option 2	Option 3
Earthquake	20%	25%	15%	10%
Total Premium & ICAT Fees	\$25,600	\$21,788	\$29,439	\$33,263

The minimum earned premium for this policy is 25% and may be subject to short rate adjustments in the event of cancellation of this policy by the Named Insured.

Risks located on the National Historic Registry or in a National Historic District are not eligible for coverage.

Approval of risk is subject to inspection.

Buildings with un-repaired damage are ineligible for coverage and may be subject to cancellation.

### CONDITIONS

This Quote has been prepared with information supplied by the Producer. It is the Producer's responsibility to qualify risks from an underwriting standpoint. Coverage values are assumed to comply with 100% reconstructions cost guidelines. We will not honor coverage for any risk which does not meet International Catastrophe Insurance Managers, LLC's underwriting guidelines. The Company reserves the right to reject any submission. The Producer is responsible for calculation and remittance of all Surplus Lines Taxes and Fees.

Pursuant to the Final Rule issued by the Federal Department of Treasury as it relates to the Federal Terrorism Risk Insurance Act, this account is ineligible for Terrorism Coverage, unless flood coverage is included. Please contact your Underwriter for details.

### NOTICE

1. THE INSURANCE POLICY THAT YOU ARE APPLYING TO PURCHASE IS BEING ISSUED BY AN INSURER THAT IS NOT LICENSED BY THE STATE OF CALIFORNIA. THESE COMPANIES ARE CALLED "NONADMITTED" OR "SURPLUS LINE" INSURERS.

2. THE INSURER IS NOT SUBJECT TO THE FINANCIAL SOLVENCY REGULATION AND ENFORCEMENT THAT APPLY TO CALIFORNIA LICENSED INSURERS.
3. THE INSURER DOES NOT PARTICIPATE IN ANY OF THE INSURANCE GUARANTEE FUNDS CREATED BY CALIFORNIA LAW. THEREFORE, THESE FUNDS WILL NOT PAY YOUR CLAIMS OR PROTECT YOUR ASSETS IF THE INSURER BECOMES INSOLVENT AND IS UNABLE TO MAKE PAYMENTS AS PROMISED.
4. THE INSURER SHOULD BE LICENSED EITHER AS A FOREIGN INSURER IN ANOTHER STATE IN THE UNITED STATES OR AS A NON-UNITED STATES (ALIEN) INSURER. YOU SHOULD ASK QUESTIONS OF YOUR INSURANCE AGENT, BROKER, OR "SURPLUS LINE" BROKER OR CONTACT THE CALIFORNIA DEPARTMENT OF INSURANCE AT THE FOLLOWING TOLL-FREE TELEPHONE NUMBER: 1-800-927-4357. ASK WHETHER OR NOT THE INSURER IS LICENSED AS A FOREIGN OR NON-UNITED STATES (ALIEN) INSURER AND FOR ADDITIONAL INFORMATION ABOUT THE INSURER. YOU MAY ALSO CONTACT THE NAIC'S INTERNET WEB SITE AT WWW.NAIC.ORG.
5. FOREIGN INSURERS SHOULD BE LICENSED BY A STATE IN THE UNITED STATES AND YOU MAY CONTACT THAT STATE'S DEPARTMENT OF INSURANCE TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.
6. FOR NON-UNITED STATES (ALIEN) INSURERS, THE INSURER SHOULD BE LICENSED BY A COUNTRY OUTSIDE OF THE UNITED STATES AND SHOULD BE ON THE NAIC'S INTERNATIONAL INSURERS DEPARTMENT (IID) LISTING OF APPROVED NONADMITTED NON-UNITED STATES INSURERS. ASK YOUR AGENT, BROKER, OR "SURPLUS LINE" BROKER TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.
7. CALIFORNIA MAINTAINS A LIST OF APPROVED SURPLUS LINE INSURERS. ASK YOUR AGENT OR BROKER IF THE INSURER IS ON THAT LIST, OR VIEW THAT LIST AT THE INTERNET WEB SITE OF THE CALIFORNIA DEPARTMENT OF INSURANCE: WWW.INSURANCE.CA.GOV.
8. IF YOU, AS THE APPLICANT, REQUIRED THAT THE INSURANCE POLICY YOU HAVE PURCHASED BE BOUND IMMEDIATELY, EITHER BECAUSE EXISTING COVERAGE WAS GOING TO LAPSE WITHIN TWO BUSINESS DAYS OR BECAUSE YOU WERE REQUIRED TO HAVE COVERAGE WITHIN TWO BUSINESS DAYS, AND YOU DID NOT RECEIVE THIS DISCLOSURE FORM AND A REQUEST FOR YOUR SIGNATURE UNTIL AFTER COVERAGE BECAME EFFECTIVE, YOU HAVE THE RIGHT TO CANCEL THIS POLICY WITHIN FIVE DAYS OF RECEIVING THIS DISCLOSURE. IF YOU CANCEL COVERAGE, THE PREMIUM WILL BE PRORATED AND ANY BROKER'S FEE CHARGED FOR THIS INSURANCE WILL BE RETURNED TO YOU.

**Date:** \_\_\_\_\_

**Insured:** \_\_\_\_\_

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 Non-Admitted Difference in Conditions Application

Detail Data for Quote Number: CAQ544596

Processed: 03/03/2014 01:50 PM

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 Insured Information

Named Insured	San Mateo County Mosquito and Vector Control District
Mailing Address	1351 Rollins Road
Mailing City, State and Zip Code	Burlingame, CA 94010
Mailing Country	United States of America

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**Location 1 Information:**

Location Level Coverage	Limit	Value
Business Income/Extra Expense/Rental Value	\$0	\$0
Inspection Contact	Required to Bind	

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**Building Number 1**

## Deductible

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

Building Address	1351 ROLLINS RD
Building City, State and Zip Code	BURLINGAME, CA 94010
Construction Class	Wood Frame
Primary Occupancy	Office, other - Office
Tenancy	Owner
Parking Type	None
Building Shape	Regular
Setbacks/Overhangs	No
Number of Stories	2
Total Square Footage	9,700 Square Feet
Year of Construction	2002
Soil Type	Stiff to Soft Soil
Liquefaction Value	Very High
Flood Zone	B
Flood	Not Included
Earthquake Sprinkler Leakage	Included
Building	\$3,108,788
Business Personal Property (including Tenant's Improvements and Betterments)	\$563,671
Mold Clean Up & Removal Coverage	Not Included. The Insured has been offered and elected not to purchase Mold Clean Up

Ordinance or Law Coverage	& Removal Coverage. Included. Parts B&C are limited to a 10% sublimit of the building.
Additional Interest Holders	No Additional Interests Entered

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**Location 2 Information:**

Location Level Coverage	Limit	Value
Business Income/Extra Expense/Rental Value	\$0	\$0
Inspection Contact	Required to Bind	

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**Building Number 1**

## Deductible

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

Building Address	1351 ROLLINS RD
Building City, State and Zip Code	BURLINGAME, CA 94010
Construction Class	Reinforced Masonry
Primary Occupancy	Parking
Tenancy	Owner
Parking Type	None
Building Shape	Regular
Setbacks/Overhangs	No
Number of Stories	2
Total Square Footage	5,597 Square Feet
Year of Construction	1979
Soil Type	Stiff to Soft Soil
Liquefaction Value	Very High
Flood Zone	B
Flood	Not Included
Earthquake Sprinkler Leakage	Included
Building	\$377,722
Business Personal Property (including Tenant's Improvements and Betterments)	\$87,206
Mold Clean Up & Removal Coverage	Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.
Ordinance or Law Coverage	Included. Parts B&C are limited to a 10% sublimit of the building.
Additional Interest Holders	No Additional Interests Entered

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**Building Number 2**

## Deductible

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

Building Address	1351 ROLLINS RD
Building City, State and Zip Code	BURLINGAME, CA 94010
Construction Class	Reinforced Masonry
Primary Occupancy	Labs: Other - Service
Tenancy	Tenant
Parking Type	None
Building Shape	Regular
Setbacks/Overhangs	No
Number of Stories	1
Total Square Footage	1,784 Square Feet
Year of Construction	1963
Soil Type	Stiff to Soft Soil
Liquefaction Value	Very High
Flood Zone	B
Flood	Not Included
Earthquake Sprinkler Leakage	Not Included
Building	\$152,838
Business Personal Property (including Tenant's Improvements and Betterments)	\$0
Mold Clean Up & Removal Coverage	Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.
Ordinance or Law Coverage	Included. Parts B&C are limited to a 10% sublimit of the building.
Additional Interest Holders	No Additional Interests Entered

**Building Number 3**

## Deductible

Earthquake Deductible: 20% by building, by line of coverage, per occurrence.

All Other Causes of Loss Deductible: \$25,000 by building, by line of coverage, per occurrence.

Building Address	890 BARRON AVE
Building City, State and Zip Code	REDWOOD CITY, CA 94063
Construction Class	Steel Frame
Primary Occupancy	Parking
Tenancy	Tenant
Parking Type	None
Building Shape	Regular
Setbacks/Overhangs	No



Number of Stories	1
Total Square Footage	3,676 Square Feet
Year of Construction	2009
Soil Type	Stiff Soil
Liquefaction Value	Moderate
Flood Zone	C
Flood	Not Included
Earthquake Sprinkler Leakage	Included
Building	\$788,193
Business Personal Property (including Tenant's Improvements and Betterments)	\$52,176
Mold Clean Up & Removal Coverage	Not Included. The Insured has been offered and elected not to purchase Mold Clean Up & Removal Coverage.
Ordinance or Law Coverage	Included. Parts B&C are limited to a 10% sublimit of the building.
Additional Interest Holders	No Additional Interests Entered

**THE APPLICANT REPRESENTS THAT THE ABOVE STATEMENTS AND FACTS ARE TRUE AND THAT NO MATERIAL FACTS HAVE BEEN SUPPRESSED OR MISSTATED.**

**COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. APPLICANT'S ACCEPTANCE OF THE COMPANY'S QUOTATION IS REQUIRED PRIOR TO BINDING COVERAGE AND POLICY ISSUANCE.**

**ALL WRITTEN STATEMENTS AND MATERIALS FURNISHED TO THE COMPANY IN CONJUNCTION WITH THIS APPLICATION ARE HEREBY INCORPORATED BY REFERENCE INTO THIS APPLICATION AND MADE A PART HEREOF.**

**Applicant:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Agent/Broker Name:** \_\_\_\_\_

**NOTICE TO CALIFORNIA APPLICANTS:** Any person who knowingly includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties. Pursuant to California Insurance Law, Sec. 1623, this application for insurance is being submitted by an insurance broker who is acting on behalf of an insured."

Agenda Item # 7.B

**REGULAR AGENDA**

**SUBJECT: Proposed District Budget 2014-15.**

**BACKGROUND AND STATUS:**

During the May 5, 2014 Finance Committee meeting, members of the Finance Committee were provided the Proposed FY14/15 Annual District Budget. Finance Committee Members were provided District financial data for the upcoming fiscal year (FY14/15) and were also provided prior years information for comparative purposes. Finance Director Rodriguez and District Manager Gay took into account many factors when developing the FY14/15 Proposed Budget which included: Revenue and Expenditure Trends, changes to existing as well as developing new programs at the District (Field Operations, Laboratory, and Public Outreach). We also looked into cost saving measures in various accounts. The following are highlights for the proposed budget.

**GENERAL FUND REVENUES:**

This year's balanced budget is a zero growth budget, where there will be no increases in the annual Benefit Assessment or Special Mosquito Control Tax. Revenue highlights for the fiscal year are as follows:

	<b>PROPOSED BUDGET FY14-15</b>
<b>REVENUES</b>	
Property Taxes	1,853,472
Special Benefit Assessment	1,423,500
Special mosquito control tax	466,000
ERAF Refund	225,000
Redevelopment (RDA & RPTTF)	74,500
Service Abatement Contracts	238,900
Interest earned	36,200
Miscellaneous Revenues	5,525
<b>Total Revenues</b>	<b>4,323,097</b>

In analyzing the Property Tax revenue received from the County, we took a conservative approach and budgeted a 3.38% increase for the FY 14/15 budget when compared to the current fiscal year. The County will provide the District with our estimated property tax revenues for the upcoming fiscal year in mid-October.

In our analysis, we found that interest earned from cash in the County Treasury has yielded lower returns year after year; this is reflected in the proposed budget. In further analysis of the District's revenues, we found that Service Abatement revenues have been decreasing year over year. This is in part due to the Cord Grass program (a big revenue generator for the District in prior years), which has been slowing down in the last few years.

When compared to our previous year's revenue budget of \$4,160,679, the Proposed FY14/15 revenue budget of \$4,323,097 shows an increase of \$162,418 (as seen on page 20 of the budget packet).

**GENERAL FUND EXPENDITURES:**

When compared to the previous fiscal year budget, for the FY14/15 the District is proposing an increase in expenditures of 13.2% in the General Fund and a decrease in expenditures of 25.1% in the Capital Fund. On page 27 of the Proposed FY14/15 budget packet, we have provided comparative data for fiscal years: FY12/13, FY13/14 and FY14/15.

**Salaries & Benefits:**

Expenditures related to Salaries & Benefits are showing a total proposed increase of 17.5% in FY14/15. There are a few factors that are affecting this increase as follows:

1. FY 14/15 Regular Full-Time Salary increases are 14% when compared to the previous fiscal year budget. This increase is attributed to the following:
  - a. All current District staff members (excluding the District Manager) will be receiving a Cost of Living increase of 3.58% and 13 employees will be receiving step level increases as part of their compensation, which average approximately 5%.
  - b. The District is proposing to convert a current part-time seasonal employee into a permanent part-time role. The new permanent part-time position will be that of a Facility Maintenance Specialist. The conversion of this position into a permanent role at the District is to comply with labor laws as the responsibilities for this position are year round and can no longer be classified as a seasonal / extra help. The District has sought out assistance of an HR consultant for this issue and would comply with eligibility requirements under CalPERs and SamCERA. As this role is part-time, the annual salary for this position has been budgeted at \$25k per year;

however we are currently re-evaluating the starting salary. The current pay for this role as a seasonal employee is \$17/hour and under consideration is changing the starting hourly rate to \$18/hour or \$18,720/ year with a 5% increase for each step level after (making step level 2 \$18.90/hour or \$19,656/year).

- c. The District is also proposing the addition of a new permanent full-time Public Health, Education & Outreach Officer as highlighted in Agenda Item 4B. The budget for account Regular Full-Time Salary has accounted for an annual salary of \$63,907 for the first year.
2. Regular Part-Time salaries are budgeted for an increase of 66.1% when compared to the previous fiscal year budget. This is mostly attributed to the addition of four new Vector Control Aide Seasonal positions that will be primarily working on the *Aedes Aegypti* surveillance program in Menlo Park and surrounding neighborhoods.
3. Retirement benefits are showing an increase of 20.4% when compared to the previous fiscal year budget. This increase is directly attributed to salary increases explained in section 1 (including Cost of Living Adjustments, Step Level Increases, and new positions).
4. Health Insurance benefits show an increase of 11.1% and are in part a reflection of the anticipated increased rates that the District will be charged under the CalPERs Health Plan. It also accounts for the addition of new staff and changes to levels of coverage for some employees.

Services & Supplies:

Expenditures related to Services & Supplies are showing a total proposed increase of 3.4% in FY14/15 when compared to the previous fiscal year budget.

In preparing the annual budget for FY14/15, District management looked at areas in which we could find cost savings, thus attributing to the small increase of 3.4% in Service & Supplies expenditures. Accounts showing increases in the proposed budget are highlighted in page 27 of the budget packet and are explained as follows:

5121 Clothing:

Increase of \$17.6% is primarily attributed to the need for additional uniform rentals for new seasonal employees who will be working on the *Aedes Aegypti* surveillance program in Menlo Park and surrounding neighborhoods.

5171 Medical / Laboratory:

Increase of 68.6% is primarily attributed to the District's continued support of a more comprehensive Disease Surveillance Program where our Laboratory staff are conducting on-sight testing of ticks, dead birds and mosquitoes through the use of our PCR system. The lab has also stepped up its compliance efforts by determining the correct protective equipment it will be using in the new fiscal year as well as properly disposing of bio waste and dead animals.

5233 Special Tools:

Increase of 82% is primarily attributed to 1. Laboratory Equipment purchases (including new mosquito cages, a bench top lab oven to hatch *Aedes aegypti* eggs, and a centrifuge adapter) and 2. Higher Dry Ice purchases for increased mosquito surveillance.

5631 Electric / Gas:

Increase of 21.1% when compared to previous fiscal year budget reflects changes to the budget based on historical trends. In the previous year, a new electric meter was installed at the District office in Burlingame which caused increases in costs. After discussions with PG&E, the District discovered that we had not been paying certain fees to PG&E which were now being captured by the new meter.

5966 District Special Expense:

Increase of 40.6% is primarily attributed to the District's efforts to build a new Public Outreach Program. This account reflects an increase of \$50,000 from the previous fiscal year budget for District Rebranding and Media Advertising as outlined in agenda item 4B. Public Health, Education and Outreach Program Proposal.

6731 All Other Insurance:

Increase of 37.3% when compared to the previous budget accounts for 1. Increases in Worker's Compensation premiums, 2. Actuarial Study for OPEB and 3. Earthquake Insurance Premiums.

**CAPITAL PROJECT FUND EXPENDITURES:**

For FY14/15, the District is proposing a decrease in expenditures of 25.1% in the Capital Projects Fund. On page 27 of the Proposed FY14/15 budget packet, comparative data for prior (FY12/13), current (FY13/14) and future (FY14/15) fiscal years has been provided. Major changes for the Capital Fund are as follows:

5966-05 District Special Expense:

Increase of \$15,000 to this account is mostly attributed an upgrade to the District's website. This project would roll up under the Public Health, Education and Outreach Program Proposal outlined in Agenda item 4B.

7311 Equipment:

Increase of 48% is primarily due to the proposed purchase of a new data management cloud based system, MapVision. MapVision was presented to District Trustees during a study session held in April. The approximate cost of this system is \$140k, however the benefits to the District are significant and range from increased data integrity/security, real-time field operations data updates/tracking, GIS/Mapping capability for all staff in the field, integrated laboratory data management/mapping, ease of generating legally required reporting of District activities (i.e. NPDES/water sources reporting), integrated timecard system and more.

The Operations department is also requesting \$20k for the purchase of a new fishpond system to continue providing mosquito fish to residents of the county.

Additional equipment request include the replacement of some computer equipment for staff and potentially tablets/laptops for some trustees

This category also accounts for existing and new vehicle leases with the Enterprise Fleet Management program. In particular, for FY14/15, the District is looking to trade in two aging vehicles to be replaced with new leased vehicles. Further, the District has budgeted for two additional vehicle leases that will be primarily used in the *Aedes aegypti* surveillance program in Menlo Park and surrounding neighborhoods.

**RECOMMENDATION:**

*None at this time.*

**REFERENCE MATERIALS ATTACHED:**

A. District Budget Documents.

# San Mateo County Mosquito and Vector Control District



6/11/2014

DRAFT District Budget 2014/2015

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





# Board of Trustees

Donna Rutherford	City of East Palo Alto	President
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Dr. James Ridgeway	City of San Mateo	
Christopher Cairo	City of South San Francisco	
Richard Tagg	Town of Woodside	

# Finance Committee

Rick Wykoff, City of Foster City (Chair)

Mason Brutschy, Town of Atherton

Robert Maynard, City of Brisbane

Joe Galligan, City of Burlingame

Leon Nickolas, City of Millbrae

Robert Riechel, City of San Bruno

Jason Seifer, County at Large

DRAFT

**MISSION STATEMENT  
OF THE  
SAN MATEO COUNTY MOSQUITO  
AND VECTOR CONTROL DISTRICT**

“The mission of the San Mateo County Mosquito and Vector Control District is to safeguard the health and comfort of the citizens of San Mateo County through a planned program to reduce mosquitoes and other vectors.”

**VISION STATEMENT  
OF THE  
SAN MATEO COUNTY MOSQUITO  
AND VECTOR CONTROL DISTRICT**

“We will be the best mosquito and vector surveillance and control district in our state.”



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

**FISCAL YEAR 2014-2015 BUDGET & ASSESSMENT REPORT**

**Table of Contents**

	<b>Page</b>
Board of Trustees	3
Finance Committee	4
Mission Statement	5
Vision Statement	5
Table of Contents	7-8
Manager’s Letter	9
Mission Statement Goals	11
Strategic Planning Committee	12
Strategic Planning Foundation	12
Financial Policies	
• Overview	13
• Balanced Budget	13
• Fund Structure	13
• Fund Balance	13
• Investment Policy	14
Resolution M-010-14	15-16
Revenue Sources	
• Property Tax – Current Secured	17
• Property Tax – Current Unsecured	17
• Homeowners Tax Relief	17
• Special Mosquito Control Tax	18
• Benefit Assessment Revenue	18
• Service Abatement Agreements	18
• Education Revenue Augmentation Funds	18
FY14-15 General Operating Budget Summary	19
Budgeted Comparisons	
• Two Year Budgeted Comparison – Revenues	
○ FY 13-14 verses FY 14-15	20
• Two Year Budgeted Comparison – Expenditures	
○ FY 13-14 verses FY 14-15	21

Personnel Summary – Actual Levels Full Time Staff	
• Fiscal Year comparisons from FY10-11 to FY14-15	22
Organizational Chart	23
General Fund Operational Budget FY 14-15	
• Revenue and Expenditure Summary Comparison showing Actual FY 12-13, Projected FY 13-14, and Budgeted FY 14-15	24
• FY14-15 General Fund Revenues Breakdown	25
• FY14-15 General Fund Expenditures Breakdown	25
Capital Fund Operational Budget FY 14-15	
• Revenue and Expenditure Summary Comparison showing Actual FY 12-13, Projected FY 13-14, and Budgeted FY 14-15	26
• FY14-15 Capital Fund Expenditures Breakdown	26
Three Year Budget Comparison	
• Budgeted verses Expended for FY 12-13, FY 13-14, and FY 14-15	27
Proposed FY 14-15 District Revenues by Quarter	28
Proposed FY 14-15 General Budget Summary	29
Proposed FY 14-15 General Budget Detail	
• General Fund by Quarter	30-36
• Capital Fund by Quarter	37-38
District Reserves	
• District Reserves Policies and Procedures 6120	40-42
• Working General Reserve Fund	43
• Public Health Emergency Reserve Fund	45-46
• Other Post-Employment Benefits Reserve Fund	47-48
• Natural Disaster Emergency Reserve Fund	49-50
• Equipment Replacement Reserve Fund	51-52
• Sick / Annual Leave Reserve Fund	53-54
• District Summary of Reserve Funds	55
District Long Term Debt	57
District Investment Policy	57



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

June 11, 2014

Donna Rutherford, President

Members of the Board of Trustees

Re: FY 14-15 District Budget

I am pleased to present the FY 14-15 Budget to the San Mateo County Mosquito and Vector Control District Trustees. This year's balanced budget is a zero-growth budget (i.e. no increased assessments). This year represents a budget that provides critical services and managing its resources without increased taxation to the residents we serve.

I would like to commend all District personnel for their skillful management of the current year's budget and for their conscientious efforts in preparing this upcoming year's budget to meet our desired goal of a zero-growth budget.

Sincerely,

Robert B. Gay  
District Manager





## Mission Statement Goals

The following District Goals were formulated by the Board of Trustees and District Management. These goals correspond to the District Mission Statement. The Board of Trustees through a committee structure produces a District Policy Manual, Employee Manual, Strategic Manual and the District Annual Budget to support, direct and govern the District's extensive vector surveillance and control programs. The Mission statement goals include:

Prevent the emergence of biting adult mosquitoes by applying control to the larval stage.

Maintain consistency in operational programs to prevent or reduce mosquitoes and vector populations.

Answer all requests for service from the public within 24 hours.

Research newly developed pesticides and methods of control for mosquitoes and other vectors.

Monitor the distribution of vector-borne diseases in nature and prevent the occurrence of human cases among District residents.

Enhance surveillance for adult mosquitoes in order to uncover new sites of larval development.

Increase public awareness of District services with an active educational program.

Promote employee professional development, enhance personal productivity, work satisfaction, and ensure safe working conditions.

Maintain up-to-date reference library of mosquito and vector control literature.

Cooperate and share resources with other agencies in order to maximize the public benefit for all vector control services.

## **Strategic Planning Committee**

Dr. James Ridgeway, City of San Mateo (Chair)

Richard Tagg, Town of Woodside

Betsey Schneider, City of San Carlos

Christine Fuller, City of Daly City

Christopher Cairo, City of South San Francisco

## **Strategic Planning Foundation**

Strategic thinking forms the foundation for strategic decision-making. Without this foundation, subsequent decisions and actions are likely to be fragmented and inconsistent with the long-range health of our District.

Our Trustee Strategic Planning Committee and the District Management are charting a journey to continued success. This journey is important for many reasons, a few include:

- Keeps the District focused on the future, as well as the present.
- Reinforces the principles espoused in our mission, vision, goals, and strategy.
- Encourages cross-functional planning and communications.
- Builds a bridge to our short-term tactical planning process.
- Encourages the Trustees and District Management to look at planning from a macro perspective.
- Saves time, reduces conflict, and increases the power of human creativity.

# Financial Policies

## Overview

The District's annual budget is developed in accordance with the District Policies, Strategic Planning Document, and the Capital Improvement Plan, the needs of the residents of San Mateo County and all federal and state laws. Programs, project priorities and service levels are established by the plans. The budget provides adequate funding for maintenance and replacement of capital plant and equipment.

## Balanced Budget

The District annually adopts a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects.

## Fund Structure

The fund structure includes the General Fund and Capital Fund. The General Fund is the primary operating fund of the District. It accounts for all activities of the general government, except those to be accounted for in another fund. The Capital Fund accounts for the ongoing capital projects outlined in the Capital Funding Strategy.

## Fund Balance

It is the San Mateo County Mosquito and Vector Control District's ("District") policy to maintain an adequate fund balance for public health emergency, contingencies, operating cash flow, future liabilities, and replacement of equipment and plant, and for future construction or replacement due to natural disasters (earthquakes). The Fund Balance Policy follows the guidelines set in the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

## **Investment Policy**

It is the policy of the San Mateo County Mosquito and Vector Control District (“District”) to invest public funds in a manner which will provide maximum security while providing sufficient liquidity to meet the daily cash flow demands of the District and an investment return conforming to all state and local statutes governing the investment of public funds.

DRAFT



# SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

## Resolution M -010-14

### A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT ADOPTING THE FISCAL YEAR 2014-2015 OPERATIONAL BUDGET

**WHEREAS**, the San Mateo County Mosquito and Vector Control District (“District”) is a political subdivision and a “local agency” of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. Seq. and

**WHEREAS**, the District’s Board of Trustees (“Board”) has been granted the statutory authority and responsibility to administer the financial affairs of the District; and

**WHEREAS**, California Health and Safety Code Section 2070(a) provides that on or before August 1 of each year, the Board shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) and Article 1 (commencing with Section 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations; and

**WHEREAS**, the Board reviewed the Fiscal Year 2014-2015 Budget for the District and determined that said budget conforms to all applicable regulations.

**NOW, THEREFORE, BE IT RESOLVED THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Adoption of Budget**

The Board hereby adopts the Fiscal Year 2014-2015 Budget of **\$4,257,756**, a copy of which is attached hereto and incorporated herein by this reference and which shall be made available for public inspection in the office of the District Manager.

**Section 3. Transmit to County**

Pursuant to California Health and Safety Code Section 2070(b), the District Manager shall cause a copy of the Fiscal Year 2014-2015 Operational Budget to be transmitted to the San Mateo County Auditor-Controller's Office.

**Section 4. Effective Date**

This Resolution shall take effect immediately upon its adoption.

**Section 5. Certification**

The Board Secretary shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, ADOPTED AND APPROVED, THIS 11<sup>TH</sup> day of June 2014.**

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**Board President, Donna Rutherford**

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**Board Secretary, Leon Nickolas**

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**Counsel, Kathryn E. Meola**

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**District Manager, Robert Gay**

## REVENUES

### **BUDGET – FY 2014-2015**

### **REVENUE SOURCES**

The fiscal year runs from July 1, 2014, to June 30, 2015. The District receives revenues from property taxes, Special Mosquito Control Tax, a special benefit assessment that is collected by the County of San Mateo through homeowner property tax bills. These monies are assessed and collected each fiscal year. The District's three main sources of revenue are property taxes, benefit assessment, and the Special Mosquito Control Tax.

### **Revenue Description**

**Property Tax – Current Secured:** Secured property is generally non-movable property, such as houses and other buildings. Revenues are based on general valuation. The portion of revenues designated for taxing agencies, including special districts, is 1%. Property taxes levied are recorded as revenue when received, in the fiscal year of levy, because of the adoption of the “alternate method” of property tax distribution, known as the Teeter Plan, by the District and County. The Teeter Plan authorizes the auditor-controller to allocate 100% of the secured property tax billed but not yet paid. The auditor-controller remits tax monies to the District in three installments, as follows: 50% remitted on December 15; 40% remitted on April 15; 10% remitted on June 30.

**Property Tax – Current Unsecured:** Unsecured property is similar to secured property as noted above, and the revenue is based on the same formula. Unsecured property includes items such as motor homes, airplanes, boats, and other moveable personal property. The portion of the revenue designated for taxing agencies, including special districts, is 1%.

**Homeowners Tax Relief:** This is the portion of tax funds replaced by State resources for tax relief for homeowners. In other words, the amount of homeowners' exemption on property valuation is paid to the County by the State. The portion of revenue designated for taxing agencies, including special districts, is 1%.



**Special Mosquito Control Tax:** The District held a Special Tax Measure Election in November 2, 1982. The Measure A (Special Tax for Mosquito Control Services) passed with a yes vote of 74%. The Special Tax was designated for all parcels not exempted by law for 13 cities within County of San Mateo at a maximum taxing rate of \$3.75 per parcel. No cost of living adjustment was authorized in this ballot Measure A.

**Benefit Assessment Revenue:** In 2003, the District proposed to increase its service area by annexing the then un-served portions of northern and western San Mateo County. Previously, neither the District, nor any other public agency, provided mosquito control and vector-borne disease protection and prevention services in the northern and western areas of San Mateo County that was outside of the District's then-current (pre-2003) jurisdictional boundaries. Accordingly, the District executed a Proposition 218-compliant mailed balloting in the winter of 2003. A tabulation of the returned ballots, weighted by their proposed assessment showed 65% support. Hence, the assessment district was formed and the annexation completed. The annual engineers report defines the benefit assessment district that provides funding for the services in the North and West areas ("Annexation Area") of San Mateo County.

**Service Abatement Agreements:** Each year the District establishes service abatement agreements with state and local agencies, cities, commercial establishments, sewage treatment plants, for controlling mosquitoes.

**Education Revenue Augmentation Funds (ERAF):** In 2003, San Mateo County Controller announced the refund of \$37,496,366 in excess Educational Revenue Augmentation Funds (ERAF) to local taxing agencies including cities, special districts and the County. These refunds are the result of the local tax base increasing at a rate faster than the increase in the funding limits for schools and community colleges. The refunds were proportional to each agency's contribution as set forth by state statute. Each year the San Mateo County Controllers' office distributes the excess ERAF to the District.

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FY14/15 BUDGET  
General Operating Budget**

	<u>Actual 2012 / 2013</u>	<u>Projected 2013 / 2014</u>	<u>Budgeted 2014 / 2015</u>
<b>Fund balances, beginning of period</b>	<b>5,367,383</b>	<b>6,248,373</b>	<b>7,010,256</b>
<b>Revenues :</b>			
Property Taxes	1,675,036	1,792,898	1,853,472
Special Benefit Assessment	1,419,107	1,422,588	1,423,500
Special mosquito control tax	459,751	462,889	466,000
ERAF Refund	236,011	261,332	225,000
Redevelopment (RDA & RPTTF)	137,923	93,874	74,500
Service Abatement Contracts	239,095	257,435	238,900
Interest earned	36,957	36,929	36,200
Miscellaneous Revenues	95,670	268,296	5,525
<b>Total Revenues</b>	<b>4,299,549</b>	<b>4,596,241</b>	<b>4,323,097</b>
<b>Expenditures :</b>			
Salaries & Benefits	2,219,514	2,495,665	3,080,811
Services & Supplies	1,003,860	1,003,094	1,176,945
Capital Project Fund Expenditures	195,186	335,600	296,970
<b>Total Expenditures</b>	<b>3,418,560</b>	<b>3,834,358</b>	<b>4,554,726</b>
<b>Ending Fund balances (Allocated to Reserves)</b>	<b>6,248,373</b>	<b>7,010,256</b>	<b>6,778,627</b>

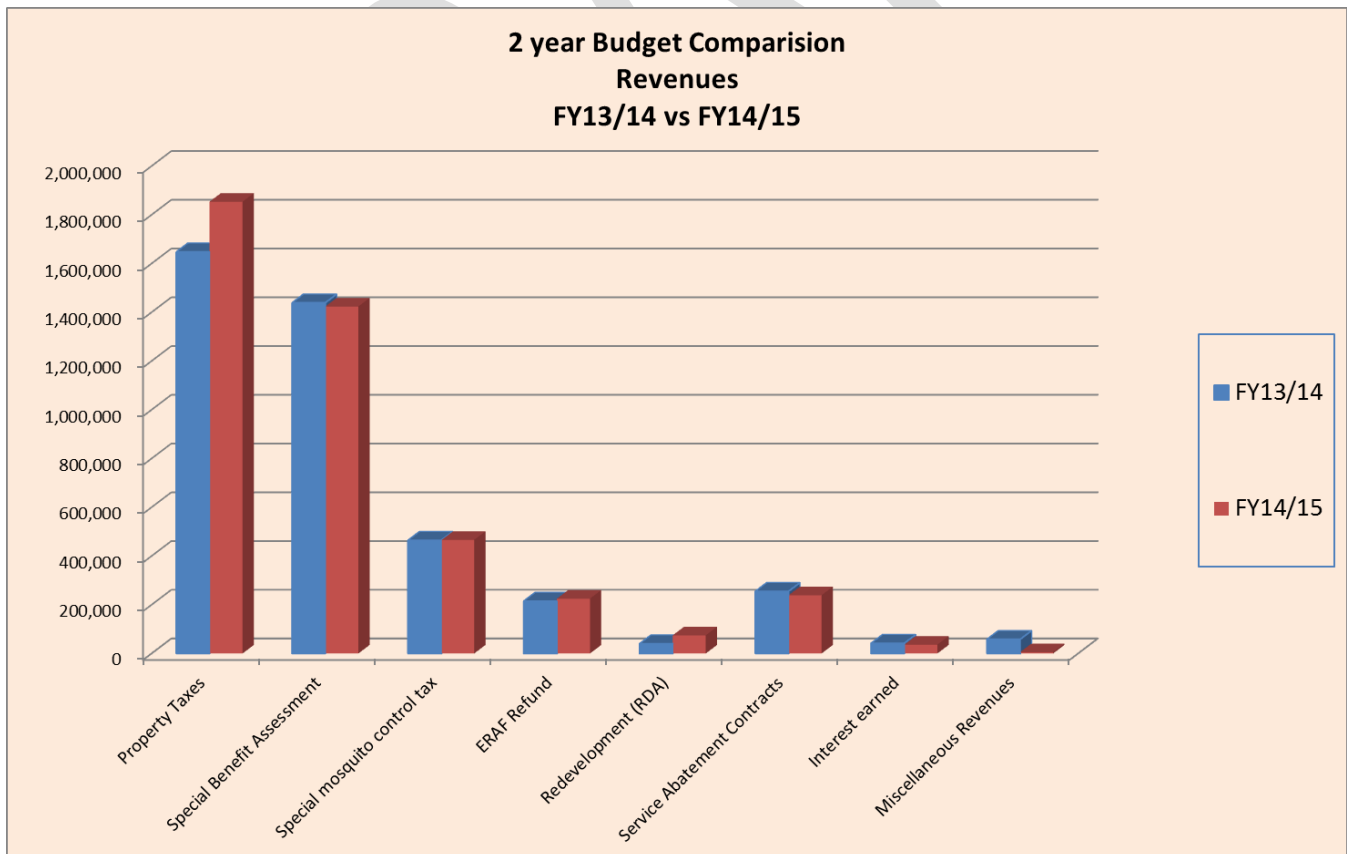
<b>Reserve Funds Balances:</b>		<b>Funding Level %</b>		<b>Funding Level %</b>		<b>Funding Level %</b>
Working General Reserve Fund	2,084,103	100%	2,256,447	100%	2,554,653	100%
Public Health Emergency Reserve Fund	500,000	100%	500,000	100%	950,000	100%
Natural Disaster Emergency Reserve Fund	1,000,000	100%	1,000,000	100%	1,230,000	100%
Equipment Replacement Reserve Fund	930,000		930,000		430,000	
Less Transfer In for CPF Expenditures	(195,186)		(335,600)		(296,970)	
Add Fund Replenishment	151,768		335,600		28,149	
	886,582	95%	930,000	100%	161,179	37%
Other Post Employment Benefits Reserve Fund	1,594,541	100%	1,642,377	100%	1,691,649	100%
Sick / Annual Leave Reserve Fund	183,147	100%	187,147	100%	191,147	100%
Unassigned Reserves	-		494,285		-	
<b>Fund balances, end of period</b>	<b>6,248,373</b>	99%	<b>7,010,257</b>	108%	<b>6,778,628</b>	96%

<b>Recommended Reserve Fund Balances per Policy:</b>			
Working General Reserve Fund	2,084,103	2,256,447	2,554,653
Public Health Emergency Reserve Fund	500,000	500,000	950,000
Natural Disaster Emergency Reserve Fund	1,000,000	1,000,000	1,230,000
Equipment Replacement Reserve Fund	930,000	930,000	430,000
Other Post Employment Benefits Reserve Fund	1,594,541	1,642,377	1,691,649
Sick / Annual Leave Reserve Fund	183,147	187,147	191,147
<b>Total Reserve Funding</b>	<b>6,291,791</b>	<b>6,515,971</b>	<b>7,047,449</b>

# BUDGET COMPARISONS

## SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT Two Year Budget Comparison - Revenues

	Approved	Proposed	Difference	% Change
<b>REVENUES</b>	Budgeted FY13/14	Budgeted FY14/15	From 13/14 to 14/15	From 13/14 to 14/15
Property Taxes	1,647,588	1,853,472	205,884	12.5%
Special Benefit Assessment	1,438,911	1,423,500	(15,411)	(1.1%)
Special mosquito control tax	464,181	466,000	1,819	0.4%
ERAF Refund	215,000	225,000	10,000	4.7%
Redevelopment (RDA)	40,000	74,500	34,500	86.3%
Service Abatement Contracts	255,000	238,900	(16,100)	(6.3%)
Interest earned	42,000	36,200	(5,800)	(13.8%)
Miscellaneous Revenues	58,000	5,525	(52,475)	(90.5%)
	<b>4,160,679</b>	<b>4,323,097</b>	<b>162,418</b>	<b>3.90%</b>



**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**Two Year Budget Comparison - Expenditures**

		Approved	Proposed	Difference	% Change
		Budgeted	Budgeted	From 13/14	From 13/14
		FY13/14	FY14/15	to 14/15	to 14/15
<b>Salary &amp; Benefits</b>					
4111	Regular Full Time	1,515,000	1,724,549	209,549	14%
4161	Regular Part Time	129,000	214,320	85,320	66%
4311	Social Security	10,000	14,788	4,788	48%
4321	Retirement	478,000	575,314	97,314	20%
4412	Health Insurance	369,000	409,970	40,970	11%
4414	Great-West Deferred Comp	13,000	13,000	-	0%
4415	Medicare Insurance	24,000	28,465	4,465	19%
4422	Dental Insurance	38,000	45,000	7,000	18%
4431	Vision Insurance Plan	5,300	6,000	700	13%
4440	Commuter Benefit	5,500	9,000	3,500	64%
4442	Long Term Disability	11,300	13,200	1,900	17%
4451	Unemployment Insurance	18,000	20,104	2,104	12%
4621	AFLAC Insurance	6,500	7,100	600	9%
<b>subtotal Salary &amp; Benefit</b>		<b>2,622,600</b>	<b>3,080,811</b>	<b>458,211</b>	<b>17%</b>
<b>Services &amp; Supplies</b>					
5111	Pesticides	250,000	200,000	(50,000.00)	(20%)
5121	Clothing	23,700	27,875	4,175	18%
5156	Household	4,200	4,200	-	0%
5171	Medical / Laboratory	18,800	31,700	12,900	69%
5199	Office	20,100	28,250	8,150	41%
5233	Special Tools	16,100	29,300	13,200	82%
5331	Memberships	18,845	20,295	1,450	8%
5416	Gasoline / Oil	67,000	65,800	(1,200)	(2%)
5428	Miscellaneous Repair	50,000	44,500	(5,500)	(11%)
5472	General Maintenance	9,300	9,500	200	2%
5631	Electric / Gas	20,900	25,300	4,400	21%
5635	Water / Sewer	9,700	10,100	400	4%
5721	Meetings / Conferences	91,800	82,600	(9,200)	(10%)
5856	Services / Consultation	238,600	218,930	(19,670)	(8%)
5966	District Special Expenses	121,500	170,800	49,300	41%
6712	Telephone	22,500	26,645	4,145	18%
6725	General Liability Insurance	53,000	41,000	(12,000)	(23%)
6731	All Other Insurance	102,100	140,150	38,050	37%
<b>subtotal Services &amp; Supplies</b>		<b>1,138,145</b>	<b>1,176,945</b>	<b>38,800</b>	<b>3%</b>
<b>Total General Fund Budget</b>		<b>3,760,745</b>	<b>4,257,756</b>	<b>497,011</b>	<b>13%</b>
<b>Capital Project Fund</b>					
<b>Capital Project Fund Services Supplies</b>					
5188-05	Other Misc Exp	1,800	600	(1,200)	(67%)
5233-05	Special Tools	3,250	0	(3,250)	(100%)
5428-05	Misc Repair	245,000	65,000	(180,000)	(73%)
5966-05	District Special Expense	2,250	17,250	15,000	667%
<b>subtotal Services &amp; Supplies</b>		<b>252,300</b>	<b>82,850</b>	<b>(169,450)</b>	<b>(67%)</b>
<b>Capital Fund Fixed Assets</b>					
7311-05	Equipment	144,300	214,120	69,820	48%
<b>subtotal Fixed Assets</b>		<b>144,300</b>	<b>214,120</b>	<b>69,820</b>	<b>48%</b>
<b>Total Capital Fund Budget</b>		<b>396,600</b>	<b>296,970</b>	<b>(99,630)</b>	<b>(25%)</b>

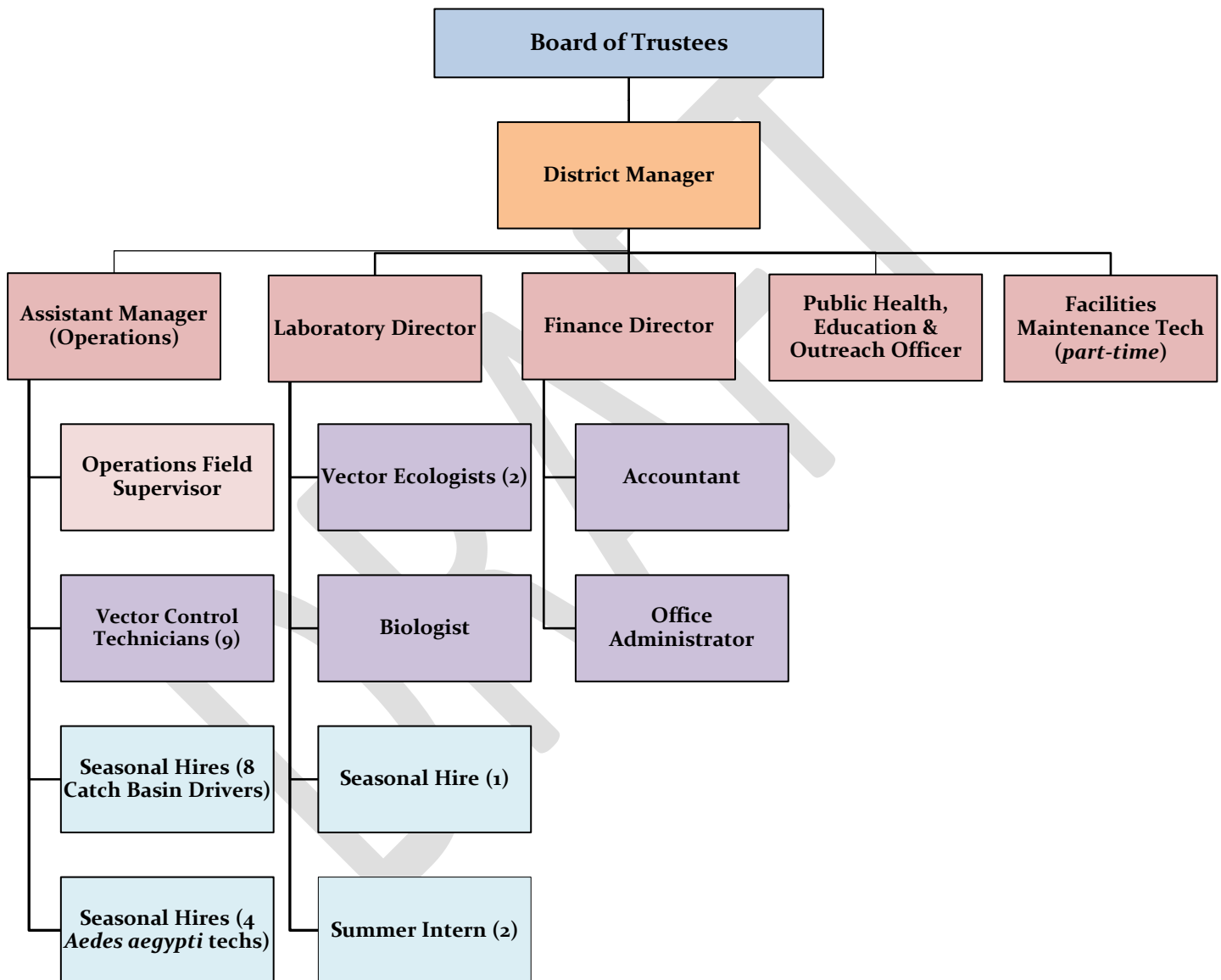
**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
Personnel Summary**

<b>FULL TIME STAFF</b>	<b>ACTUAL FY 10/11</b>	<b>ACTUAL FY 11/12</b>	<b>ACTUAL FY 12/13</b>	<b>ACTUAL FY 13/14</b>	<b>PROPOSED BUDGET FY 14/15</b>
<b>District Manager</b>	1	1	1	1	1
<b>Assistant Manager</b>	1	1	1	1	1
Field Operations Supervisor	1	1	1	1	1
Vector Control Technicians	10	8	8	9	9
<b>Laboratory Director</b>	1	1	1	1	1
Vector Ecologist	3	3	3	2	2
Biologist	-	-	-	1	1
<b>Finance Director</b>	1	1	1	1	1
Accountant	1	1	1	1	1
Office Administrator	1	1	1	1	1
<b>Facilities Maintenance Technician (part-time)</b>	-	-	-	-	0.5
<b>Public Health, Education &amp; Outreach Officer</b>	-	-	-	-	1
<b>TOTALS</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>20.5</b>

\* Seasonal personnel are not included

# San Mateo County MVCD

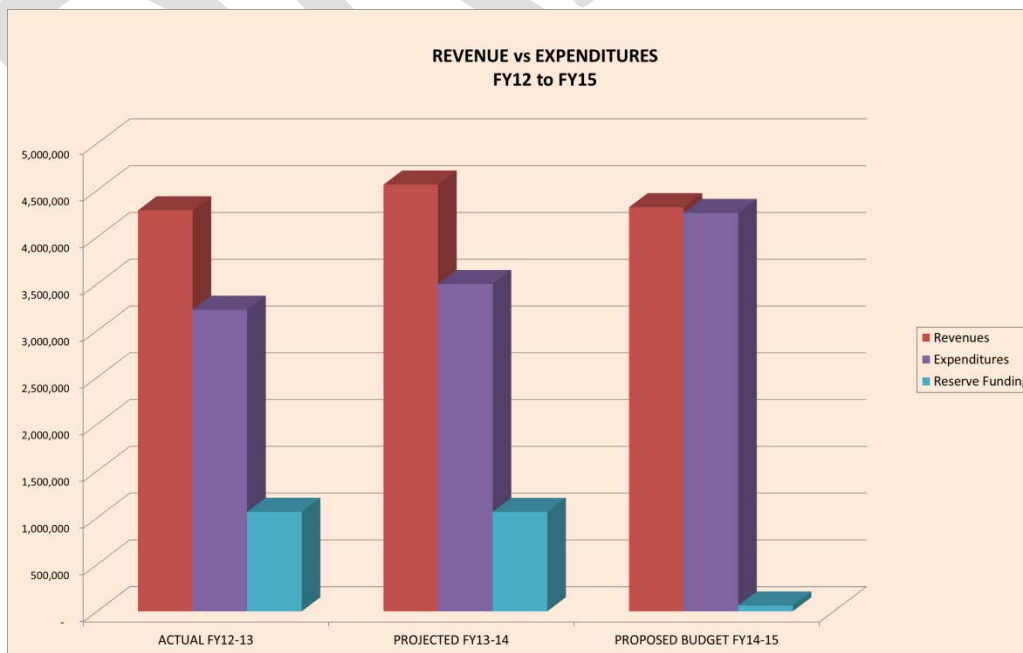
## 2014/2015 Organizational Chart



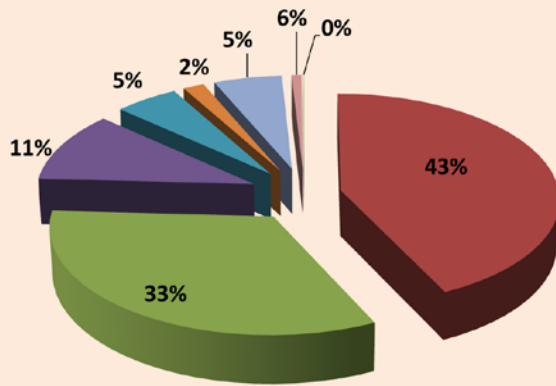
# Operational Budget FY14/15

## SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT REVENUE AND EXPENDITURE SUMMARY FY14/15 BUDGET - General Fund

	ACTUAL FY12-13	PROJECTED FY13-14	% of FY13-14 Total	PROPOSED BUDGET FY14-15	% of FY14-15 Total
<b>REVENUES</b>					
Property Taxes	1,675,036	1,792,898	39%	1,853,472	43%
Special Benefit Assessment	1,419,107	1,422,588	31%	1,423,500	33%
Special mosquito control tax	459,751	462,889	10%	466,000	11%
ERAF Refund	236,011	261,332	6%	225,000	5%
Redevelopment (RDA & RPTTF)	137,923	93,874	2%	74,500	2%
Service Abatement Contracts	239,095	257,435	6%	238,900	6%
Interest earned	34,694	35,270	1%	34,750	1%
Miscellaneous Revenues	85,335	235,194	5%	4,025	0%
<b>Total Revenues</b>	<b>4,286,952</b>	<b>4,561,480</b>	<b>100%</b>	<b>4,320,147</b>	<b>100%</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	2,219,514	2,495,665	55%	3,080,811	71%
Services & Supplies	1,003,860	1,003,089	22%	1,176,945	27%
Reserve Funding	1,063,578	1,062,727	23%	62,391	1%
<b>Total Expenditures</b>	<b>4,286,952</b>	<b>4,561,480</b>	<b>100%</b>	<b>4,320,147</b>	<b>99%</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>0.00</b>		<b>(0.00)</b>	

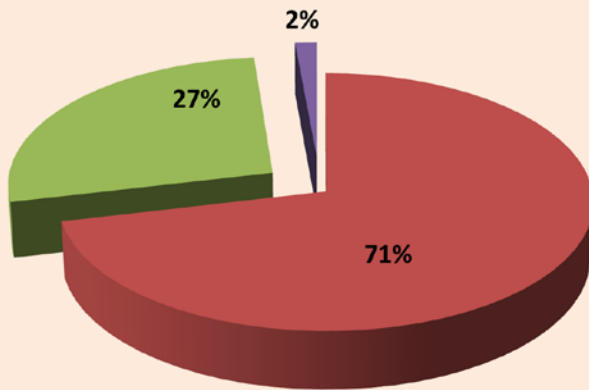


**GENERAL FUND REVENUES  
2014/15 Budget**



- REVENUES
- Property Taxes
- Special Benefit Assessment
- Special mosquito control tax
- ERAF Refund
- Redevelopment (RDA & RPTTF)
- Service Abatement Contracts
- Interest earned
- Miscellaneous Revenues

**GENERAL FUND EXPENDITURES  
2014/15 Budget**



- EXPENDITURES
- Salaries & Benefits
- Services & Supplies
- Reserve Funding

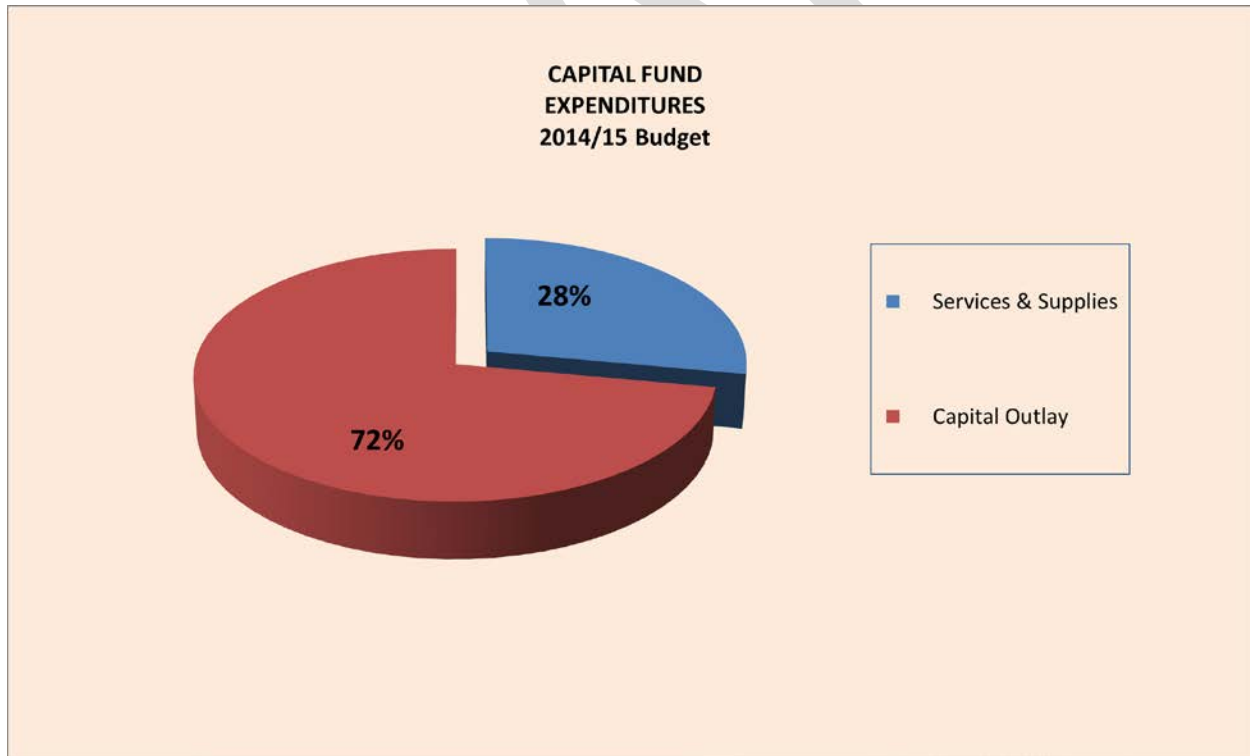


**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**REVENUE AND EXPENDITURE SUMMARY**  
**FY14/15 BUDGET - Capital Fund**

	<b>ACTUAL FY12-13</b>	<b>PROJECTED FY13-14</b>	<b>% of FY13-14 Total</b>	<b>PROPOSED BUDGET FY14-15</b>	<b>% of FY14-15 Total</b>
<b>REVENUES</b>					
Interest earned	2,264	1,659		1,450	
Miscellaneous Revenues	10,334	33,102	95%	1,500	51%
<b>Total Revenues</b>	<b>12,598</b>	<b>34,761</b>	<b>95%</b>	<b>2,950</b>	<b>51%</b>
<b>EXPENDITURES</b>					
Services & Supplies	103,333	206,565	62%	82,850	28%
Capital Outlay	91,853	129,035	38%	214,120	72%
<b>Total Expenditures</b>	<b>195,186</b>	<b>335,600</b>	<b>100%</b>	<b>296,970</b>	<b>100%</b>
<b>Balance to be funded by Reserves</b>	<b>(182,588)</b>	<b>(300,839)</b>		<b>(294,020)</b>	

**NOTE:**

Although Net Income shows negative earnings in the Capital Fund, expenditures for this account are funded out of reserve accounts. Cash is transferred to this account from the General Fund as needed.



**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
Three Year Budget Comparison  
Budgeted vs Expended**

		Amended & Approved		Approved		Proposed		
		Previous Fiscal Year		Current Fiscal Year		Next Fiscal Year	% Change	% Change
		Expended	Budgeted	Projected	Budgeted	Budgeted	From 12/13	From 13/14
		FY12/13	FY12/13	FY13/14	FY13/14	FY14/15	to 13/14	to 14/15
<b>Salary &amp; Benefits</b>								
4111	Regular Full Time	1,280,856	1,325,000	1,424,989	1,515,000	1,724,549	14.3%	13.8%
4161	Regular Part Time	142,823	151,000	150,163	129,000	214,320	(14.6%)	66.1%
4311	Social Security	10,200	9,000	10,684	10,000	14,788	11.1%	47.9%
4321	Retirement	378,050	395,000	445,292	478,000	575,314	21.0%	20.4%
4412	Health Insurance	306,675	314,635	351,809	369,000	409,970	17.3%	11.1%
4414	Great-West Deferred Comp	12,000	13,000	11,500	13,000	13,000	0.0%	0.0%
4415	Medicare Insurance	21,029	24,000	23,184	24,000	28,465	0.0%	18.6%
4422	Dental Insurance	30,578	36,000	35,635	38,000	45,000	5.6%	18.4%
4431	Vision Insurance Plan	4,368	4,700	5,214	5,300	6,000	12.8%	13.2%
4440	Commute Benefit	4,167	5,000	4,646	5,500	9,000	10.0%	63.6%
4442	Long Term Disability	8,674	10,000	10,277	11,300	13,200	13.0%	16.8%
4451	Unemployment Insurance	14,732	18,000	16,280	18,000	20,104	0.0%	11.7%
4621	AFLAC Insurance	5,361	6,200	5,991	6,500	7,100	4.8%	9.2%
	<b>subtotal</b>	<b>2,219,514</b>	<b>2,311,535</b>	<b>2,495,665</b>	<b>2,622,600</b>	<b>3,080,811</b>	<b>13.5%</b>	<b>17.5%</b>
<b>Services &amp; Supplies</b>								
5111	Agricultural	190,580	250,000	186,060	250,000	200,000	0.0%	(20.0%)
5121	Clothing	20,934	23,910	24,532	23,700	27,875	(0.9%)	17.6%
5156	Household	3,386	3,980	3,079	4,200	4,200	5.5%	0.0%
5171	Medical / Laboratory	4,656	5,190	29,582	18,800	31,700	262.2%	68.6%
5199	Office	16,563	20,852	18,980	20,100	28,250	(3.6%)	40.5%
5233	Special Tools	13,203	19,175	20,021	16,100	29,300	(16.0%)	82.0%
5331	Memberships	17,041	18,388	19,310	18,845	20,295	2.5%	7.7%
5416	Gasoline / Oil	53,986	67,000	60,020	67,000	65,800	0.0%	(1.8%)
5428	Miscellaneous Repair	33,651	56,140	37,378	50,000	44,500	(10.9%)	(11.0%)
5472	General Maintenance	7,260	9,290	6,670	9,300	9,500	0.1%	2.2%
5631	Electric / Gas	12,145	7,770	24,843	20,900	25,300	169.0%	21.1%
5635	Water / Sewer	6,863	9,790	9,447	9,700	10,100	(0.9%)	4.1%
5721	Meetings / Conferences	62,082	83,760	74,582	91,800	82,600	9.6%	(10.0%)
5856	Services / Consultation	325,947	332,865	233,286	238,600	218,930	(28.3%)	(8.2%)
5966	District Special Expenses	77,367	167,620	63,017	121,500	170,800	(27.5%)	40.6%
6712	Telephone	16,332	20,300	21,063	22,500	26,645	10.8%	18.4%
6725	General Liability Insurance	57,162	60,000	41,358	53,000	41,000	(11.7%)	(22.6%)
6731	All Other Insurance	83,403	84,096	119,443	102,100	140,150	21.4%	37.3%
	<b>subtotal</b>	<b>1,002,561</b>	<b>1,240,126</b>	<b>992,670</b>	<b>1,138,145</b>	<b>1,176,945</b>	<b>(8.2%)</b>	<b>3.4%</b>
<b>Fixed Assets</b>								
7311	Equipment	1,299	1,300	10,419	0	0	(100.0%)	-
	<b>subtotal</b>	<b>1,299</b>	<b>1,300</b>	<b>10,419</b>	<b>0</b>	<b>0</b>	<b>(100.0%)</b>	<b>-</b>
	<b>Total</b>	<b>3,223,374</b>	<b>3,552,961</b>	<b>3,498,753</b>	<b>3,760,745</b>	<b>4,257,756</b>	<b>5.8%</b>	<b>13.2%</b>

Capital Project Fund								
<b>Capital Project Fund Services Supplies</b>								
5188-05	Other Misc Exp	993	1,860	442	1,800	600	(3%)	(66.7%)
5233-05	Special Tools	0	1,300	1,746	3,250	0	150%	(100.0%)
5428-05	Misc Repair	100,823	218,000	204,377	245,000	65,000	12%	(73.5%)
5966-05	District Special Expense	1,517	2,000	0	2,250	17,250	13%	666.7%
	<b>subtotal</b>	<b>103,333</b>	<b>223,160</b>	<b>206,565</b>	<b>252,300</b>	<b>82,850</b>	<b>13.1%</b>	<b>(67.2%)</b>
<b>Capital Fund Fixed Assets</b>								
7311-05	Equipment	91,853	137,500	129,035	144,300	214,120	5%	48.4%
	<b>subtotal</b>	<b>91,853</b>	<b>137,500</b>	<b>129,035</b>	<b>144,300</b>	<b>214,120</b>	<b>4.9%</b>	<b>48.4%</b>
	<b>Total</b>	<b>195,186</b>	<b>360,660</b>	<b>335,600</b>	<b>396,600</b>	<b>296,970</b>	<b>10.0%</b>	<b>(25.1%)</b>

**REVENUES**

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED REVENUE BUDGET FOR FY 2014-15**

<b>REVENUE BUDGET</b>						
<u>Acct No.</u>	<u>Property Taxes Revenue</u>	<u>Q1 FY14/15</u>	<u>Q2 FY14/15</u>	<u>Q3 FY14/15</u>	<u>Q4 FY14/15</u>	<u>Total Budget</u>
1021	Prop. taxes, current, secured	-	855,947	176,371	673,754	1,706,072
1024	PY Secured Rede	-	-	-	500	500
1031	Prop. taxes, current unsecured	-	88,550	3,750	-	92,300
1033	Prop. taxes, prior, unsecured	-	-	(700)	-	(700)
1041	Prop taxes CY secured SB 813	1,700	11,750	15,000	13,800	42,250
1042	Prop taxes CY unsecured SB 813	-	-	-	1,200	1,200
1043	PYSB 813 REDEM	-	-	-	700	700
1831	Homeowner Prop	-	1,650	3,900	5,600	11,150
	<b>Subtotal Property Tax Revenue</b>	<b>1,700</b>	<b>957,897</b>	<b>198,321</b>	<b>695,554</b>	<b>1,853,472</b>
		0.09%	51.68%	10.70%	37.53%	100%
	<b>Special Assessment Revenue</b>					
2031	Special Benefit Assessment	-	745,000	182,500	496,000	1,423,500
2439	Special Mosquito Tax	-	243,000	62,000	161,000	466,000
	<b>Subtotal Special Assessment Revenue</b>	<b>-</b>	<b>988,000</b>	<b>244,500</b>	<b>657,000</b>	<b>1,889,500</b>
			52.29%	12.94%	34.77%	100%
	<b>Other Revenue Sources</b>					
1046	ERAF Rebate	-	-	225,000	-	225,000
1521-11	VCJPA-Interest Income	1,600	150	1,000	1,000	3,750
1521	Interest Earned	8,000	8,000	7,000	8,000	31,000
2451	Service Abatement Income	148,005	65,751	3,747	21,397	238,900
2647	Misc Refunds/RDA/RPTTF	12,500	-	25,000	37,000	74,500
2658	Other	2,100	150	1,150	625	4,025
	<b>Subtotal Other Revenue Sources</b>	<b>172,205</b>	<b>74,051</b>	<b>262,897</b>	<b>68,022</b>	<b>577,175</b>
	<b>TOTAL GENERAL FUND REVENUE BUDGET</b>	<b>173,905</b>	<b>2,019,948</b>	<b>705,717</b>	<b>1,420,576</b>	<b>4,320,147</b>

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02705 (CAPITAL PROJECT FUND)  
PROPOSED REVENUE BUDGET FOR FY 2014-15**

<b>REVENUE BUDGET</b>						
<u>Acct No.</u>		<u>Q1 FY14/15</u>	<u>Q2 FY14/15</u>	<u>Q3 FY14/15</u>	<u>Q4 FY14/15</u>	<u>Total</u>
1521	Interest Earned	300	450	400	300	1,450
49900	Other Income	1,000	-	500	-	1,500
	<b>TOTAL GENERAL FUND REVENUE BUDGET</b>	<b>1,300</b>	<b>450</b>	<b>900</b>	<b>300</b>	<b>2,950</b>

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
2014 - 15 GENERAL BUDGET**

<b>General Fund</b>		<b>Proposed Budget</b>
<b>General Fund Salary &amp; Benefits</b>		
4111	Regular Full Time	1,724,549
4161	Regular Part Time	214,320
4311	Social Security	14,788
4321	Retirement	575,314
4412	Health Insurance	409,970
4414	Great West Deferred Comp	13,000
4415	Medicare Insurance	28,465
4422	Dental Insurance	45,000
4431	Vision Insurance Plan	6,000
4440	Commuter Benefit	9,000
4442	Long Term Disability	13,200
4451	Unemployment Insurance	20,104
4621	AFLAC Insurance	7,100
Subtotal Salary & Benefits		3,080,811
<b>General Fund Services &amp; Supplies</b>		
5111	Agricultural	200,000
5121	Clothing	27,875
5156	Household	4,200
5171	Medical/Laboratory	31,700
5199	Office	28,250
5233	Special Tools	29,300
5331	Memberships	20,295
5416	Gasoline/Oil	65,800
5428	Miscellaneous Repair	44,500
5472	General Maintenance	9,500
5631	Electric/Gas	25,300
5635	Water/Sewer Disposal	10,100
5721	Meetings/Conferences	81,000
5856	Services/Consultation	218,930
5966	District Special Expenses	168,550
6712	Telephone	26,645
6725	General Liability Insurance	41,000
6731	All Other Insurance	140,150
Subtotal Services & Supplies		1,173,095
<b>Total General Fund Operational Budget</b>		<b>4,253,906</b>

<b>Capital Project Fund</b>		
<b>Capital Project Fund Services Supplies</b>		
5188-05	Other Misc Exp	600
5428-05	Miscellaneous Repair	65,000
5966-05	District Special Expense	17,250
Subtotal Services & Supplies		82,850
<b>Capital Fund Fixed Assets</b>		
7311	Equipment	214,120
Subtotal Fixed Assets		214,120
<b>Total Capital Fund Budget</b>		<b>296,970</b>

**GENERAL FUND EXPENDITURES**

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET SUMMARY						
<u>Acct No.</u>		<u>Q1 FY14/15</u>	<u>Q2 FY14/15</u>	<u>Q3 FY14/15</u>	<u>Q4 FY14/15</u>	<u>FY14/15 BUDGET</u>
	<b><u>SALARIES &amp; EMPLOYEE BENEFITS</u></b>					
4111	Regular Full-Time Positions	463,255	397,729	464,745	398,821	1,724,549
4161	Regular Part-Time Positions	120,960	44,560	-	48,800	214,320
4311	Social Security Insurance	7,772	3,172	409	3,435	14,788
4321	County Retirement Plan	154,575	132,691	155,027	133,022	575,314
4412	Health Insurance	98,150	98,150	106,835	106,835	409,970
4414	Great West Deferred Compensation	3,500	3,000	3,500	3,000	13,000
4415	Medicare Insurance	8,535	6,509	6,834	6,586	28,465
4422	Dental Insurance	11,250	11,250	11,250	11,250	45,000
4431	Vision Insurance Plan	1,500	1,500	1,500	1,500	6,000
4440	Commute Benefit	2,250	2,250	2,250	2,250	9,000
4442	Long Term Disability	3,300	3,300	3,300	3,300	13,200
4451	Unemployment Insurance	6,891	409	9,514	3,291	20,104
4621	AFLAC (Accident Insurance)	1,870	1,680	1,870	1,680	7,100
	<b>Total Salaries &amp; Benefits</b>	<b>883,808</b>	<b>706,199</b>	<b>767,034</b>	<b>723,769</b>	<b>3,080,811</b>
	<b><u>SERVICES &amp; SUPPLIES</u></b>					
5111	Pesticides	85,000	30,000	20,000	65,000	200,000
5121	Clothing	8,155	6,215	4,970	8,535	27,875
5156	Household	900	1,200	500	1,600	4,200
5171	Laboratory Supplies	8,050	7,700	8,300	7,650	31,700
5199	Office	4,940	7,130	10,600	5,580	28,250
5233	Special Tools / Equipment	12,650	4,750	4,650	7,250	29,300
5331	Memberships (Association dues)	8,000	8,750	200	3,345	20,295
5416	Gasoline / Oil / Grease	24,000	11,300	10,500	20,000	65,800
5428	Vehicle / Equipment Maintenance & Repair	11,725	11,825	10,225	10,725	44,500
5472	Facility Maintenance & Repair	2,375	2,375	2,375	2,375	9,500
5631	Electric / Gas	7,260	6,435	5,770	5,835	25,300
5635	Water / Sewer	2,265	3,105	1,685	3,045	10,100
5721	Meetings / Conferences	12,250	25,950	24,900	17,900	81,000
5856	Services / Consultations	96,292	48,089	38,093	36,456	218,930
5966	District Special Expense	91,900	18,550	22,950	35,150	168,550
6712	Telephone	8,245	5,740	5,590	7,070	26,645
6725	General Liability Insurance	41,000	-	-	-	41,000
6731	All Other Insurance	130,150	10,000	-	-	140,150
	<b>Subtotal Services &amp; Supplies</b>	<b>555,157</b>	<b>209,114</b>	<b>171,308</b>	<b>237,516</b>	<b>1,173,095</b>
	<b><u>EQUIPMENT</u></b>					
7311	Equipment	-	-	-	-	-
	<b>Subtotal Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL OPERATIONAL BUDGET</b>	<b>1,438,965</b>	<b>915,313</b>	<b>938,342</b>	<b>961,285</b>	<b>4,253,906</b>

**DISTRICT RESERVES**

8612	Working General Reserve Fund	2,552,343
	Public Health Emergency Reserve Fund	950,000
	Natural Disaster Emergency Reserve Fund	1,230,000
	Equipment Replacement Reserve Fund	430,000
	Other Post Employment Benefits Reserve Fund	1,238,069
	Sick / Annual Leave Reserve Fund	180,000
	<b>Total Reserve Funds</b>	<b>6,580,412</b>

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL								
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					FY14/15			
Acct No.	Sub Code	Dept Code	Description	Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	BUDGET
<b>SALARIES</b>								
4111			Regular Full-Time Positions	463,255	397,729	464,745	398,821	1,724,549
4161			Regular Part-Time Employees	120,960	44,560	-	48,800	214,320
<b>Total Salaries</b>				<b>584,215</b>	<b>442,289</b>	<b>464,745</b>	<b>447,621</b>	<b>1,938,869</b>
<b>BENEFITS</b>								
4311			Social Security Insurance	7,772	3,172	409	3,435	14,788
4321			County Retirement Plan	154,575	132,691	155,027	133,022	575,314
<b>Health Insurance</b>								
4412			Employee Medical Insurance	85,350	85,350	93,885	93,885	358,470
4412	A2	AD	Retiree Health Reimbursement	11,550	11,550	11,700	11,700	46,500
4412	A3	AD	Retiree Prescription	1,250	1,250	1,250	1,250	5,000
4412	<b>subtotal Health Insurance</b>			<b>98,150</b>	<b>98,150</b>	<b>106,835</b>	<b>106,835</b>	<b>409,970</b>
4414			Great West Deferred Comp	3,500	3,000	3,500	3,000	13,000
4415			Medicare Insurance	8,535	6,509	6,834	6,586	28,465
<b>Dental Insurance</b>								
4422			Dental Insurance (Delta Dental)	9,900	9,900	9,900	9,900	39,600
4422	A2	AD	Employee Dental Reimbursement	1,350	1,350	1,350	1,350	5,400
4422	<b>subtotal Dental Insurance</b>			<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>45,000</b>
4431			Vision Insurance Plan	1,500	1,500	1,500	1,500	6,000
4440			Commute Benefit	2,250	2,250	2,250	2,250	9,000
4442			Long Term Disability	3,300	3,300	3,300	3,300	13,200
4451			Unemployment Insurance	6,891	409	9,514	3,291	20,104
4621			AFLAC (Accident Insurance)	1,870	1,680	1,870	1,680	7,100
<b>Total Benefits</b>				<b>299,593</b>	<b>263,911</b>	<b>302,289</b>	<b>276,149</b>	<b>1,141,942</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>883,808</b>	<b>706,199</b>	<b>767,034</b>	<b>723,769</b>	<b>3,080,811</b>

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL								
<b>SERVICES &amp; SUPPLIES</b>					FY14/15			
Acct No.	Sub Code	Dept Code	Description	Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	BUDGET
<b>5111</b>			<b><u>PESTICIDES</u></b>					
	A1	OP	Altosid, BVA, Larvacides	85,000	30,000	20,000	65,000	200,000
			<b>Total Pesticides 5111</b>	<b>85,000</b>	<b>30,000</b>	<b>20,000</b>	<b>65,000</b>	<b>200,000</b>
<b>5121</b>			<b><u>CLOTHING</u></b>					
	A1	OP	Coveralls / Gloves	850	150	200	800	2,000
	A2	AD	Field jackets / Polo Shirts	-	1,200	-	800	2,000
	A3	OP	Rain Gear / Bee Gear	400	600	-	-	1,000
	A4	OP	Uniform service	5,200	3,100	3,425	4,650	16,375
	A5	OP	Work Boots / Rubber Boots	1,705	1,165	1,345	1,785	6,000
	A8	AD	Badges	-	-	-	500	500
			<b>Total Clothing 5121</b>	<b>8,155</b>	<b>6,215</b>	<b>4,970</b>	<b>8,535</b>	<b>27,875</b>
<b>5156</b>			<b><u>HOUSEHOLD SUPPLIES</u></b>					
	A1	AD	Cleaning supplies, soaps, paper towels	900	500	500	900	2,800
	B1	OP	Hotsy Detergents	-	700	-	700	1,400
			<b>Total Household Supplies 5156</b>	<b>900</b>	<b>1,200</b>	<b>500</b>	<b>1,600</b>	<b>4,200</b>
<b>5171</b>			<b><u>LABORATORY SUPPLIES</u></b>					
	A1, B1	OP	Epi Pens / First Aid Supply (DELETED)	-	-	-	-	-
	C1	LB	Insect Curation / Husbandry	300	150	150	200	800
	C3	LB	Lab Supplies	550	450	550	450	2,000
	C4	LB	Bio Waste Disposal	825	825	825	825	3,300
	C5	LB	Mosquito Blood Service	1,075	1,075	1,075	1,075	4,300
	C6	LB	PCR Maintenance & Supplies	5,000	4,900	5,300	4,800	20,000
	C7	LB	Protective Equipment (new)	300	300	400	300	1,300
			<b>Total Laboratory Supplies 5171</b>	<b>8,050</b>	<b>7,700</b>	<b>8,300</b>	<b>7,650</b>	<b>31,700</b>
<b>5199</b>			<b><u>OFFICE EXPENDITURES</u></b>					
			<b><u>Office Supplies</u></b>					
	A1	AD	Postage / Overnight	740	740	740	780	3,000
	A2	AD	Office Supplies	1,800	1,800	1,950	2,050	7,600
	A3	AD	Water Service	450	340	310	400	1,500
	A4	AD	Kitchen Supplies	75	75	75	75	300
			<b>subtotal Office Supplies</b>	<b>3,065</b>	<b>2,955</b>	<b>3,075</b>	<b>3,305</b>	<b>12,400</b>
			<b><u>Printing</u></b>					
	B2	AD	Checks	-	-	750	-	750
	C1	AD	Commercial Printing	500	-	1,000	500	2,000
			<b>subtotal Printing</b>	<b>500</b>	<b>-</b>	<b>1,750</b>	<b>500</b>	<b>2,750</b>
			<b><u>Public Education</u></b>					
	D1	AD	Educational Materials / Fairs	-	-	1,000	-	1,000
	D2	AD	Presentations / Displays	-	3,000	1,000	-	4,000
	D3	AD	Promotional Items	-	-	3,000	1,000	4,000
			<b>subtotal Public Education</b>	<b>-</b>	<b>3,000</b>	<b>5,000</b>	<b>1,000</b>	<b>9,000</b>
	E1	OP	Maps	600	200	-	-	800
	F1	AD	Technical books / Subscriptions	200	600	400	300	1,500
	I1	AD	Classified Ads	500	300	300	400	1,500
	G4	AD	Web Site Hosting	75	75	75	75	300
			<b>TOTAL Office Expenditures 5199</b>	<b>4,940</b>	<b>7,130</b>	<b>10,600</b>	<b>5,580</b>	<b>28,250</b>

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL								
Acct No.	Sub Code	Dept Code	Description	Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	TOTAL BUDGET
<b>5233</b>			<b><u>SPECIAL TOOLS / EQUIPMENT</u></b>					
	A1	OP	Shop Tools	250	250	250	1,250	2,000
	C1	LB	Laboratory Equipment	7,000	1,000	1,000	2,000	11,000
	D1	OP	Field equipment	1,500	500	500	500	3,000
	F1	AD	Computer Equipment / Software / Audio Visual	1,250	1,250	1,250	1,250	5,000
			<b><u>Insect Sampling / Traps</u></b>					
	E1	LB	Mosquito Trap Supplies	250	250	250	250	1,000
	E2	LB	Dry Ice	2,400	1,500	1,400	2,000	7,300
			<b>subtotal Insect Sampling / Traps</b>	<b>2,650</b>	<b>1,750</b>	<b>1,650</b>	<b>2,250</b>	<b>8,300</b>
			<b>TOTAL Special Tools / Equipment 5233</b>	<b>12,650</b>	<b>4,750</b>	<b>4,650</b>	<b>7,250</b>	<b>29,300</b>
<b>5331</b>			<b><u>MEMBERSHIP DUES</u></b>					
	A1	AD	MVCAC Annual Dues	8,000	-	-	-	8,000
	A2	AD	CSDA Annual Dues	-	5,000	-	-	5,000
	A4	AD	AMCA Annual Dues	-	-	-	2,600	2,600
	A8	AD	Vector Borne	-	800	-	-	800
	A9	AD	Misc Memberships	-	250	200	295	745
	A10	AD	Chamber of Commerce	-	-	-	450	450
	A11	AD	LAFCO	-	2,700	-	-	2,700
			<b>Total Membership (Association dues) 5331</b>	<b>8,000</b>	<b>8,750</b>	<b>200</b>	<b>3,345</b>	<b>20,295</b>
<b>5416</b>			<b><u>GASOLINE / OIL / GREASE</u></b>					
	A1	OP	Gasoline / Oil	24,000	11,300	10,500	20,000	65,800
			<b>Total Gasoline / Oil / Grease 5416</b>	<b>24,000</b>	<b>11,300</b>	<b>10,500</b>	<b>20,000</b>	<b>65,800</b>
<b>5428</b>			<b><u>VEHICLE / EQUIPMENT MAINTENANCE &amp; REPAIR</u></b>					
			<b><u>Vehicle Repair</u></b>					
	A1	OP	Tires / Balance / Rotors / Pads	2,100	2,200	600	1,100	6,000
	A2	OP	Plugs / Filters / Batteries	750	750	750	750	3,000
	A3	OP	Garage Service Repairs	2,750	2,750	2,750	2,750	11,000
	A4	OP	Vehicle Supplies / Equipment	750	750	750	750	3,000
	A5	OP	Miscellaneous Vehicle Maintenance	625	625	625	625	2,500
	A6	OP	Argo / Trailer Repairs	500	500	500	500	2,000
	A8	OP	Boat Repairs	1,250	1,250	1,250	1,250	5,000
			<b>subtotal Vehicle Repair</b>	<b>8,725</b>	<b>8,825</b>	<b>7,225</b>	<b>7,725</b>	<b>32,500</b>
			<b><u>Operations equipment</u></b>					
	B1	OP	Field Equipment Repair / Parts	500	500	500	500	2,000
	B2	OP	Power Sprayers Repairs / Parts	500	500	500	500	2,000
			<b>subtotal Operations equipment</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>4,000</b>
			<b><u>Facility Repairs</u></b>					
	C1	LB	Laboratory Equipment Repair	500	500	500	500	2,000
	C2	AD	Office Equipment Repair	250	250	250	250	1,000
	C3	AD	Facility Equipment Repair	1,250	1,250	1,250	1,250	5,000
			<b>subtotal Facility Repairs</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>8,000</b>
			<b>Total Vehicle / Equipment Maint &amp; Repair 5428</b>	<b>11,725</b>	<b>11,825</b>	<b>10,225</b>	<b>10,725</b>	<b>44,500</b>

LB-Laboratory; OP-Operation; AD-Administration



**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL						TOTAL			
Acct No.	Sub Code	Dept Code	Description	Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	BUDGET	
<b>5472</b>	<b><u>FACILITY MAINTENANCE &amp; REPAIR</u></b>								
	A1	OP	Facility Construction Supplies	375	375	375	375	1,500	
	C1	AD	Facility Maintenance / Repairs	750	750	750	750	3,000	
	D1	AD	District Locks / Keys	250	250	250	250	1,000	
	<b><u>Trash pickup service</u></b>								
	B1	AD	1351 Rollins Rd (Burlingame)	1,000	1,000	1,000	1,000	4,000	
	<b>Total Facility Maintenance &amp; Repair 5472</b>					<b>2,375</b>	<b>2,375</b>	<b>2,375</b>	<b>9,500</b>
<b>5631</b>	<b><u>ELECTRIC / GAS</u></b>								
	A1	AD	1351 Rollins Rd (Burlingame)	6,600	5,900	5,400	5,400	23,300	
	A2	AD	890 Barron Ave (Redwood City)	660	535	370	435	2,000	
	<b>Total Electric / Gas 5631</b>					<b>7,260</b>	<b>6,435</b>	<b>5,770</b>	<b>25,300</b>
<b>5635</b>	<b><u>WATER / SEWER</u></b>								
	A1	AD	1351 Rollins Rd Burlingame	1,300	2,200	800	2,100	6,400	
	A2	AD	890 Barron Ave Redwood City	540	480	460	520	2,000	
	A3	AD	CAL Water	425	425	425	425	1,700	
	<b>Total Water / Sewer 5635</b>					<b>2,265</b>	<b>3,105</b>	<b>1,685</b>	<b>10,100</b>
<b>5721</b>	<b><u>MEETINGS / CONFERENCES</u></b>								
	<b><u>Board Meeting Expenses</u></b>								
	A1	AD	Monthly Trustee expenses	6,600	6,600	6,600	6,600	26,400	
	A2	AD	Board Meeting Legal Ads	100	100	-	300	500	
	A3	AD	Board Meeting / Committee Expenses	1,050	950	1,500	1,500	5,000	
	A4	AD	Board Training / Workshops	-	-	1,000	-	1,000	
	l1	AD	Trustee Field Day	-	3,500	-	-	3,500	
	<b>subtotal Board Meeting Expenses</b>					<b>7,750</b>	<b>11,150</b>	<b>9,100</b>	<b>36,400</b>
	<b><u>Conference attendance</u></b>								
	B1	AD	MVCAC Annual Meeting (2015 in Monterey)	-	-	6,500	-	6,500	
	B2	AD	AMCA Conference (2015 New Orleans)	-	-	5,000	-	5,000	
	B3	AD	CSDA Conference (2014 Palm Springs)	-	7,500	-	-	7,500	
	B5	AD	VCJPA Annual Meeting	-	-	300	-	300	
	B9	AD	MVCAC Quarterly Meetings	1,000	1,000	-	1,000	3,000	
	B10	AD	AMCA Washington D.C.	-	-	-	4,000	4,000	
	B8	AD	Misc Conferences	1,000	1,000	1,000	1,000	4,000	
	<b>subtotal Conference attendance</b>					<b>2,000</b>	<b>9,500</b>	<b>12,800</b>	<b>30,300</b>
	<b><u>Educational Seminars and Workshops</u></b>								
	C1	AD	CSDA Workshops	150	150	150	150	600	
	C2	AD	MVCAC Workshops	150	150	150	150	600	
	C3	AD	VCJPA / ERMA Workshops	150	150	150	150	600	
	C4	AD	Staff Training	400	400	400	400	1,600	
	C5	AD	Admin Training	400	400	400	400	1,600	
	C6	LB	Rodent Forum	-	-	-	500	500	
	D1	AD	Misc. Meeting Expenses	1,250	1,250	1,250	1,250	5,000	
	F1	AD	Tuition Reimbursement	-	-	500	500	1,000	
	G1	AD	CDPH Continuing Education Program	-	2,800	-	-	2,800	
	<b>subtotal Educational Seminars and Workshops</b>					<b>2,500</b>	<b>5,300</b>	<b>3,000</b>	<b>14,300</b>
	<b>Total Meetings/Conferences 5721</b>					<b>12,250</b>	<b>25,950</b>	<b>24,900</b>	<b>81,000</b>

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL						TOTAL		
Acct No.	Sub Code	Dept Code	Description	Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	BUDGET
<b>5856</b>			<b><u>SERVICES / CONSULTATIONS</u></b>					
	A1	AD	Audit	-	11,000	-	-	11,000
			<b><u>IT Consulting / Support</u></b>					
	B1	AD	Sources Database Consulting	2,000	2,000	2,000	2,000	8,000
	B2	AD	Computer Tech Support (QuickBooks)	-	-	500	-	500
	G6	AD	Network Maintenance - CompuData	3,750	3,750	3,750	3,750	15,000
			<b>subtotal IT Consulting / Support</b>	<b>5,750</b>	<b>5,750</b>	<b>6,250</b>	<b>5,750</b>	<b>23,500</b>
			<b><u>Tax Roll Collection Services</u></b>					
	C1	AD	SCI Consultants (Benefit Assessment)	22,000	-	-	-	22,000
	C2	AD	Engineering Data Services (Mosquito Control Tax)	-	-	2,500	-	2,500
			<b>subtotal Tax Roll Collection Services</b>	<b>22,000</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>24,500</b>
			<b><u>Legal Services</u></b>					
	D1	AD	County Counsel Legal Services	6,000	6,000	6,000	6,000	24,000
	D1	AD	Special Counsel - Grand Jury, Insurance Claim & Other	6,000	-	-	-	6,000
			<b>subtotal Legal Services</b>	<b>12,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>30,000</b>
	E1	OP	Helicopter Service	30,000	-	-	-	30,000
	F1	LB	Certifications of Lab Equipment	500	500	500	500	2,000
			<b><u>Maintenance Agreements</u></b>					
	G1	AD	Copier and Postage Machine Rental	2,710	2,870	2,710	2,710	11,000
	G2	AD	Security and Fire Alarm	797	1,842	810	1,851	5,300
	G3	AD	Elevator Maintenance	1,350	1,350	1,350	1,350	5,400
	G4	AD	Pond/Landscape Service	2,850	2,850	2,850	2,850	11,400
	G5	AD	Voice Mail/Telephone Service	250	250	250	250	1,000
	G7	AD	HVAC Maintenance/Back Flow Testing	820	760	760	760	3,100
	G8	AD	Electric Gate Maintenance	250	250	250	250	1,000
	G9	AD	Lighting Fixtures	125	125	125	125	500
	G10	AD	Hotsy Machine	250	250	250	250	1,000
	G11	LB	ArcView	-	-	-	1,750	1,750
	H1	AD	City of Burlingame-Alarm Fees	75	75	175	75	400
	I1	AD	Fire Extinguisher Service	-	-	1,200	-	1,200
	J1	AD	Janitorial Service	2,850	2,850	3,050	2,250	11,000
	J2	AD	Comcast Internet / Go-To-My-PC	1,020	1,120	1,320	1,020	4,480
	J3	AD	Axcient - Online Backup	405	405	405	405	1,620
	J4	AD	Microsoft Intune & Email Service	1,170	1,170	1,170	1,170	4,680
			<b>subtotal Maintenance Agreements</b>	<b>14,922</b>	<b>16,167</b>	<b>16,675</b>	<b>17,066</b>	<b>64,830</b>
	L1	AD	Human Resources Services	3,750	3,750	3,750	3,750	15,000
	M1	AD	Payroll Service	1,470	1,622	1,718	1,690	6,500
	N1	AD	Union Bank Fees	300	300	300	300	1,200
	O1	AD	ADP Screening & Selection Fees	1,600	-	400	1,400	3,400
	Q1	AD	District Interns	4,000	-	-	-	4,000
	R1	AD	County Accounting Service Charges	-	3,000	-	-	3,000
			<b>TOTAL SERVICES / CONSULTATIONS 5856</b>	<b>96,292</b>	<b>48,089</b>	<b>38,093</b>	<b>36,456</b>	<b>218,930</b>

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02706 (GENERAL FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL						TOTAL		
Acct No.	Sub Code	Dept Code	Description	Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	BUDGET
<b>5966</b>			<b><u>DISTRICT SPECIAL EXPENSE</u></b>					
	A1	OP	Mosquito Fish / Supplies	375	375	375	375	1,500
	B1	LB	Disease Surveillance	5,100	2,700	2,100	5,100	15,000
	C1	LB	Sentinel chicken flocks / supplies	1,650	3,550	2,550	750	8,500
			<b><u>Safety Program</u></b>					
	D1	OP	Regulation Compliance	500	500	500	500	2,000
	D2	OP	Safety Program General	500	500	500	500	2,000
	D3	OP	First Aid Supplies	300	300	300	300	1,200
	D4	OP	Respirators	625	625	625	625	2,500
			<b>subtotal Safety Program</b>	<b>1,925</b>	<b>1,925</b>	<b>1,925</b>	<b>1,925</b>	<b>7,700</b>
			<b><u>Permits</u></b>					
	F1	AD	NPDES Permit	-	3,000	-	-	3,000
	F2	AD	Source Reduction Permit	-	3,000	-	-	3,000
	F3	AD	Environmental Health	-	-	1,000	-	1,000
	F4	AD	CEQA / PEIR	40,000	-	-	-	40,000
			<b>subtotal Permits</b>	<b>40,000</b>	<b>6,000</b>	<b>1,000</b>	<b>-</b>	<b>47,000</b>
			<b><u>Advertising</u></b>					
	H1	AD	Media Advertising / Rebranding	30,000	-	15,000	15,000	60,000
			<b><u>MVCAC Research</u></b>					
	I1	AD	Mosquito Research Foundation	-	-	-	10,000	10,000
			<b><u>Special Assessments</u></b>					
	J1	AD	Special Assessment - Redwood City	-	1,500	-	-	1,500
	J2	AD	Burlingame Storm Drainage Fee	-	2,500	-	-	2,500
			<b>subtotal Special Assessments</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>
	L1	AD	Public Health Emergency ( <i>Aedes aegypti</i> )	12,850	-	-	2,000	14,850
			<b>TOTAL District Special Expense 5966</b>	<b>91,900</b>	<b>18,550</b>	<b>22,950</b>	<b>35,150</b>	<b>168,550</b>
<b>6712</b>			<b><u>TELEPHONE</u></b>					
	A1	AD	Verizon, ATT	6,745	5,440	5,290	6,170	23,645
	A2	AD	Phones / Batteries / Accessories	1,500	300	300	900	3,000
			<b>Total Telephone 6712</b>	<b>8,245</b>	<b>5,740</b>	<b>5,590</b>	<b>7,070</b>	<b>26,645</b>
<b>6725</b>			<b><u>GENERAL LIABILITY INSURANCE</u></b>					
	A1	AD	Liability (VCJPA)	41,000	-	-	-	41,000
<b>6731</b>			<b><u>ALL OTHER INSURANCE</u></b>					
	A1	AD	Worker's Compensation (VCJPA)	72,000	10,000	-	-	82,000
	B1	AD	Non-Owned Aircraft	5,000	-	-	-	5,000
	D1	AD	Other VCJPA Insurance Fees	22,150	-	-	-	22,150
	E1	AD	Actuarial Study for OPEB	5,000	-	-	-	5,000
	F1	AD	Earthquake insurance Fees <i>(new)</i>	26,000	-	-	-	26,000
			<b>Total All Other Insurance 6731</b>	<b>130,150</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>140,150</b>
			<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>555,157</b>	<b>209,114</b>	<b>171,308</b>	<b>237,516</b>	<b>1,173,095</b>
			<b><u>EQUIPMENT</u></b>					
7311			7311 - Equipment					
			<u>2013/2014 - EVS Traps</u>	-	-	-	-	-
			<u>2013/2014 - Vehicle Warning Lights</u>	-	-	-	-	-
			<u>2013/2014 - Fish Transport Well</u>	-	-	-	-	-
			<u>2013/2014 - Fiber Optic Camera</u>	-	-	-	-	-
			<b>Total 7311 - Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>TOTAL OPERATIONAL BUDGET</b>	<b>1,438,965</b>	<b>915,313</b>	<b>938,342</b>	<b>961,285</b>	<b>4,253,906</b>

LB-Laboratory; OP-Operation; AD-Administration

## CAPITAL FUND EXPENDITURES

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02705 (CAPITAL PROJECT FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET SUMMARY						
Acct No.		Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	FY14/15 BUDGET
	<b><u>SERVICES &amp; SUPPLIES</u></b>					
5188	Other Misc Expenses	150	150	150	150	600
5233	Special Tools/Instruments	-	-	-	-	-
5428	Misc Repair	10,000	35,000	10,000	10,000	65,000
5966	District Special Expense	15,750	750	750	-	17,250
	Subtotal Services & Supplies	<b>25,900</b>	<b>35,900</b>	<b>10,900</b>	<b>10,150</b>	<b>82,850</b>
	<b><u>FIXED ASSETS</u></b>					
7311	Equipment	77,930	90,330	39,530	6,330	214,120
	Subtotal Fixed Assets	<b>77,930</b>	<b>90,330</b>	<b>39,530</b>	<b>6,330</b>	<b>214,120</b>
	<b>TOTAL CAPITAL BUDGET</b>	<b>103,830</b>	<b>126,230</b>	<b>50,430</b>	<b>16,480</b>	<b>296,970</b>

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT  
FUND NO. 02705 (CAPITAL PROJECT FUND)  
PROPOSED EXPENDITURE BUDGET FOR FY 2014-15**

BUDGET DETAIL					Q1 FY14/15	Q2 FY14/15	Q3 FY14/15	Q4 FY14/15	Total
<b>SERVICES DETAIL</b>									
5188			<b><u>OTHER MISC EXPENSES</u></b>						
	A2	AD	Union Bank Fees		150	150	150	150	600
			<b>Total Other Misc Expenses 5188</b>		<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>600</b>
5428			<b><u>REPAIRS &amp; MAINTENANCE (non-fixed asset)</u></b>						
	A1	AD	Headquarter Painting		-	20,000	-	-	20,000
	A3	AD	Yard Paving Slurry Mixture		-	5,000	-	-	5,000
	A9	AD	Misc Building Repairs		10,000	10,000	10,000	10,000	40,000
			<b>Total Misc Repairs and Maintenance (non-fixed asset) 5428</b>		<b>10,000</b>	<b>35,000</b>	<b>10,000</b>	<b>10,000</b>	<b>65,000</b>
5966			<b><u>DISTRICT SPECIAL EXPENSE</u></b>						
	A1	AD	Website Upgrade		15,000	-	-	-	15,000
	A3	AD	Office Printers		750	750	750	-	2,250
			<b>Total District Special Expense 5966</b>		<b>15,750</b>	<b>750</b>	<b>750</b>	<b>-</b>	<b>17,250</b>
			<b>TOTAL SERVICES</b>		<b>25,900</b>	<b>35,900</b>	<b>10,900</b>	<b>10,150</b>	<b>82,850</b>
<b>FIXED ASSETS DETAIL</b>									
7311			<b><u>EQUIPMENT</u></b>						
			<b><u>ADMINISTRATIVE EQUIPMENT</u></b>						
	A2	AD	Computer Equipment Lab		-	2,000	2,000	-	4,000
	A3	AD	Computer Equipment Admin		2,600	-	4,200	-	6,800
	A4	AD	Replacement Technician Laptops (2)		-	2,000	2,000	-	4,000
	A5	AD	Security System / Cameras		-	-	-	-	-
			<b>subtotal Administrative Equipment</b>		<b>2,600</b>	<b>4,000</b>	<b>8,200</b>	<b>-</b>	<b>14,800</b>
			<b><u>VEHICULAR EQUIPMENT</u></b>						
	B4	OP	VEHICLES (Leases)						
			2014 Nissan Frontier 4x4 Pickup (Stephanie) Lease		900	900	900	900	3,600
			2014 Nissan Frontier 4x4 (Jim) Lease		900	900	900	900	3,600
			2015 Nissan Titan Pickup (Brian) Lease (new)		1,350	1,350	1,350	1,350	5,400
			2015 Nissan Titan Pickup (Casey) Lease (new)		1,350	1,350	1,350	1,350	5,400
			2015 Nissan Frontier 4x2 Pickup (Aedes aegypti) Lease (new)		915	915	915	915	3,660
			2015 Nissan Frontier 4x2 Pickup (Aedes aegypti) Lease (new)		915	915	915	915	3,660
			<b>subtotal Vehicular Equipment</b>		<b>6,330</b>	<b>6,330</b>	<b>6,330</b>	<b>6,330</b>	<b>25,320</b>
			<b><u>LABORATORY EQUIPMENT</u></b>						
	C1	LB	Lab Microscope (Two)		6,000	-	-	-	6,000
			Lab Microscope with Camera		8,000	-	-	-	8,000
			<b>subtotal Lab Equipment</b>		<b>14,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,000</b>
			<b><u>OPERATIONS EQUIPMENT</u></b>						
	C2	OP	Map Vision Software Project		35,000	80,000	25,000	-	140,000
	C6	OP	Fishpond System (for Mosquito fish)		20,000	-	-	-	20,000
			<b>subtotal Operations Equipment</b>		<b>55,000</b>	<b>80,000</b>	<b>25,000</b>	<b>-</b>	<b>160,000</b>
			<b>TOTAL FIXED ASSETS</b>		<b>77,930</b>	<b>90,330</b>	<b>39,530</b>	<b>6,330</b>	<b>214,120</b>
			<b>TOTAL CAPITAL BUDGET</b>		<b>103,830</b>	<b>126,230</b>	<b>50,430</b>	<b>16,480</b>	<b>296,970</b>

# District Reserves

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# San Mateo County Mosquito and Vector Control District

1351 Rollins Rd  
Burlingame CA 94010

## POLICIES AND PROCEDURES

**TITLE:** District Reserves and Reserve Fund Policy

**NUMBER:** 6120

### Overview

**6120.10** The District recognizes the importance of adopted policies relative to reserves and reserve funds. Written adopted financial policies relative to designated reserves and reserve funds have many benefits, and represents a critical element of sound fiscal management.

**6130.20** Reserves and reserve funds are prudent fiscal management tools, which are a cornerstone of long-term financial planning. A written and adopted Reserve Fund Policy provides for and facilitates attainment of program and financial goals relative to the prudent accumulation and management of designated reserves and reserve funds.

**6130.30** This Reserve Fund Policy was developed to clearly identify specific designated reserves and reserve funds. It is the intent of this Reserve Fund Policy to clearly identify both reserve fund categories and purposes, and set target levels for reserves that are consistent with the District's mission statement, the uniqueness of the District, and the philosophy of the District's Board of Trustees. This policy shall be known and may be cited as the San Mateo County Mosquito and Vector Control District Reserve Fund Policy.

### Objectives

**6130.40** This Reserve Fund Policy has been developed to consider and appropriately provide for the following:

**6130.41** To assure continued operation and solvency of the District for carrying out its stated mission and purposes.

**6130.42** To maintain a financially viable District that can preserve adequate levels of service with a diversified, financial flexibility and stable long-term financial plan.

**6130.43** The accumulation and maintenance of an amount equal to the stated target fund level for each specific reserve fund created by the District.

**6130.44** The review of this reserve policy on an annual basis in order to determine appropriate changes, additions and/or deletions.

**Reserve Fund Policy**

**6130.40** In order to achieve the objectives of this Policy, the Board of Directors shall adhere to the following guidelines:

**6130.41** Reserve funds may be established from time to time by the Board of Trustees as an important component of sound financial management to meet both short and long-term financial objectives, and to ensure prudent financial management practices.

**6130.42** Reserve funds may be designated by the Board of Trustees as a “restrictive reserve fund” or “non-restrictive reserve fund.”

**6130.43** Restricted reserve funds shall be segregated, and limited in use to specific and designated purpose(s) as defined and established by the Board of Trustees. These restricted reserve funds are constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

**6130.431** The Restricted Reserve includes the Public Health Emergency Reserve Fund.

**6130.44** Non-restrictive reserve funds may be classified as “Committed Reserve Funds” or “Assigned Reserve Funds”. These funds do not require the physical segregation of funds but may be segregated if desirable.

**6230.441** Committed Reserve Funds are constrained to a specific purposes determined by a formal action of the District’s Board of Trustees. Committed Reserve Funds cannot be used for any other purpose unless the District takes the same highest level action to remove or change the constraint.

**6230.4411** The Committed Reserve includes the OPEB Trust Fund.

**6230.442** Assigned Reserve Funds are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority.

**6230.4421** Assigned Reserves includes the Working General Reserve, Natural Disaster Emergency Reserve, Equipment Replacement Reserve, and Sick/Annual Leave Reserve Funds.

**6230.45** All investment earnings from restricted and non-restricted reserve funds shall be credited to the District General Fund, unless otherwise stated herein.



**6230.46** The Board of Trustee approval shall be required prior to the expenditure of restricted reserve funds, unless otherwise stated herein.

**6230.47** The Board of Trustees shall maintain a written San Mateo County Mosquito and Vector Control District Reserve Fund Policy.

**6230.48** The Board of Trustees shall annually review the District Reserve Policy at a public meeting in order to determine appropriate changes, additions, and/or deletions.

**Reserve Funds**

**6130.50** The Board of Trustees hereby establishes and designates the following reserve funds:

**6230.51** Working General Reserve Fund. Attachment 1.

**6230.52** Public Health Emergency Reserve Fund. Attachment 2.

**6230.52** Other Post-Employment Benefits Reserve Fund. Attachment 3.

**6230.53** Natural Disaster Emergency Reserve Fund. Attachment 4.

**6230.55** Equipment Replacement Reserve Fund. Attachment 5.

**6230.56** Sick/Annual Leave Reserve Fund. Attachment 6.

**Target Fund Levels**

**6130.60** The Board of Trustees shall establish a stated target fund level for each designated reserve fund. See Attachment 7 for a compendium of established target fund levels for designated funds.

**Annual Evaluation**

**6130.70** The District Manager and Finance Director shall perform a review and analysis of each designated reserve funds for presentation to the Board of Trustees at a public meeting upon the occurrence of the following:

**6130.71** Upon consideration by the Board of Trustees of the annual budget.

**6130.72** Upon any significant change to and/or expenditure(s) from a designated reserve fund.

**6130.73** Upon determination that a fund balance is less than the established target fund level for a designated reserve fund.

**Issued: May 14, 2014**

**ATTACHMENT 1**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**WORKING GENERAL RESERVE FUND**

**Fund Purpose:**

The General Reserve Funds are necessary because the District receives the majority of its funding from the property taxes and benefit assessment collected by the County of San Mateo. These revenues are not transmitted to the District until January, six months into the fiscal year. This is a six month delay in receiving revenue from the beginning of the fiscal year. Therefore, it is imperative that the District has an operating fund to fulfill its general operating costs. Mosquito and vector seasons in San Mateo County lasts through the whole year, and not having reserves and due to the delay in receiving funding could inhibit the District's ability in providing services for the benefit of the public's health. This reserve fund will preserve credit worthiness, ensure adequate financial resources are available for timely payment of District obligations, and provide liquidity throughout the fiscal year.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. The reserve fund shall be known as the "Working General Reserve Fund."
2. The Working General Reserve Fund shall be designated as an assigned reserve fund.
3. The District Manager is authorized to approve the expenditure of Working General Reserve Funds, without prior approval of the Board of Trustees, in response to day-to-day cash flow requirements.
4. The Working General Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
5. This policy shall be reviewed on an annual basis for long-term adequacy and use restrictions.

**Target Fund Level:**

The target fund level for the Working General Reserve Fund is to maintain a minimum General Reserve Funds for Operations equal to 60% of discretionary General Fund revenues, as of July 1<sup>st</sup> of each fiscal year. This target fund level was established based upon the following general guidelines:

1. The District shall maintain a balance in the General Fund equal to approximately 60% budgeted expenditures for the fiscal year.
2. For the purpose of this policy, budgeted expenditures shall include all expenditures associated with the following:
  - a. Salaries and Employees Benefits
  - b. Services and Supplies

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**ATTACHMENT 2**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**PUBLIC HEALTH EMERGENCY RESERVE FUND**

**Fund Purpose:**

The purpose of the Public Health Emergency Reserve Funds is to accumulate sufficient financial reserves necessary to meet the requirements within the California Mosquito-Borne Virus Surveillance and Response Plan when we reach Level 2 – Emergency Planning or Level 3 – Epidemic Conditions. The California Health and Safety Code Section 2070 provide the Board of Trustees authorization to include a restricted reserve for public health emergencies. The District’s Restricted Public Health Emergency Reserve Fund may only be spent on public health emergencies.

Public health emergencies as defined by the CDPH Communicable Disease Emergency Response planner: “A Public Health Emergency is any emergency that threatens or significantly impacts public health.”

It is anticipated that when a significant mosquito-borne disease outbreak in San Mateo is thought to be imminent, even prior to the proclamation of a local emergency or state of emergency, some aspects of the CDPH emergency response organization will be activated.

Response to a mosquito-borne virus would be initiated at the local government level. San Mateo County Health Officer will take any preventive measure that may be necessary to protect and preserve our local residents from any public health hazard during a local emergency within their jurisdiction. Preventive measure means abatement, correction, removal, or any other protective step that may be taken against any public health hazard that is caused by a disease outbreak that affects the public health (H&S Code sections 101040, 101475).

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the “Public Health Emergency Reserve Fund.”
2. The Public Health Emergency Reserve Fund shall be designated as a restricted reserve fund.
3. The Public Health Emergency Reserve Fund shall be expended solely for the purpose of responding to and maintaining District entomological operations during a public health emergency as defined within the California Mosquito-borne Virus Surveillance and Response Plan, Aedes aegypti Response Plan or any other vector-borne disease response plan.

4. The Board of Trustees may hold a special Board Meeting to provide authorization to the District Manager to approve the expenditure of Public Health Emergency Reserve Funds for increasing required essential services in response to a public health emergency.
5. Expenditures from this designated reserve fund which are subsequently recovered, either partially or fully, from State sources, shall be utilized solely for the purpose of refunding the Public Health Emergency Reserve Fund.
6. All investment earnings from the Public Health Emergency Reserve Fund may be credited to the District's General Fund.
7. The Public Health Emergency Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
8. Health and Safety Code 2071(d) states if the Board of Trustees finds that the funds in a restricted reserve are no longer required for the purpose for which the restricted reserve was established, the Board of Trustees may, by a four-fifths vote of the total membership of the Board of Trustees, discontinue the restricted reserve or transfer the funds that are no longer required from the restricted reserve to the District's General Fund.
9. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

**Target Fund Level:**

The Restricted Reserve for Public Health Emergencies allows only expenditure in the case of public health emergencies. Public Health Emergencies are defined in the California Mosquito-borne Virus Surveillance and Response Plan dated 2013. This Response Plan includes necessary actions in situations of Emergency Response Planning and Epidemic Response Planning and was developed for WEE, SLE, and West Nile Virus.

The State has now developed a State Response Plan for California Invasive Aedes Mosquito Surveillance and Response Plan dated March 2014. The State Response Plan is based on "Pre-Detection" and "Post-Detection" strategies. In response to this State Response Plan the District has developed a Yellow Fever Mosquito (*Aedes aegypti*) Surveillance and Response Plan 2014. Our District's Yellow Fever Response Plan is based primarily on "Post-Detection" strategies with *Aedes aegypti*.

The Restricted Reserve for Public Health Emergency recommends a minimum funding amount of 25% of operating revenues. The funding is based on the minimum cost to implement requirements stated in the California Mosquito-borne Virus Surveillance and Response Plan dated 2013 and the District Yellow Fever Mosquito (*Aedes aegypti*) Surveillance and Response Plan dated 2014.

**ATTACHMENT 3**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**OTHER POST EMPLOYMENT BENEFIT RESERVE FUND**

**Fund Purpose:**

The purpose of the Other Post Employment Benefit (OPEB) Reserve Funds is to accumulate sufficient financial reserves necessary to meet the requirements of Government Accounting Standards Board Statement 45 (GASB 45). This statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information in the financial reports of our District. The District contracts with an actuarial service provider to perform the calculation of the annual required contribution (ARC) the primary component of the annual OPEB expense. The District has the option to prefund the liabilities into an OPEB Trust Fund or continue on a pay-as-you-go basis.

The OPEB which the District provides are retiree medical health benefits to eligible retirees through the California Public Employees' Retirement System (CalPERS) Health Benefits Program under the Public Employees Medical and Hospital Care Act (PEMHCA).

To be eligible the retiree medical benefits, an employee must retire under SamCERA and enroll in medical benefits through the CalPERS Health Benefits Program.

GASB 45 requires the OPEB liability to be reported in the government's financial statements and recommends government employers pre-fund the liability associated with these costs.

The District's Actuarial Accrued Liability (AAL) is \$932,971.

The District's policy is to fully prefund the OPEB liability by meeting the Actuarial Present Value of Projected Benefits is \$1,594,541.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Other Post Employment Benefit Reserve Fund."
2. The Other Post Employment Benefit Reserve Fund shall be designated as a committed reserve fund.
3. The Other Post Employment Benefit Reserve Fund shall be expended solely for the purpose of pre-funding authorized post-employment benefits other than pensions that currently include medical. Other possible post-employment benefits may include dental, prescription drug, vision, long term care, and/or life insurance.

4. The Board of Trustees at a Board Meeting will provide authorization to the District Manager to approve the expenditure of Other Post Employment Benefit Reserve Funds on an annual basis to cover the costs of post-employment benefits.
5. All investment earnings from the Other Post Employment Benefit Reserve Fund may be credited to the District's General Fund.
6. The Other Post Employment Benefit Reserve Fund will be invested in a Public Agency Post Employment Retirement Program.

**Target Fund Level:**

The target fund level for the Other Post Employment Benefit Reserve Fund is to fully fund OPEB at \$1,691,649.

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**ATTACHMENT 4**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**NATURAL DISASTER EMERGENCY RESERVE FUND**

**Fund Purpose:**

The purpose of the Natural Disaster Emergency Reserve Funds is to accumulate sufficient financial reserves necessary to insure a timely response by the District to natural disasters. A natural disaster is a major adverse event resulting from natural processes of the Earth; examples include but not limited to wildfires, floods, earthquakes, tsunamis, and other disasters. This reserve fund will facilitate rebuilding of the damaged structures due to the natural disasters. This reserve fund with the quick repair of the District's buildings and infrastructure will allow for a continued rapid response and operation of the District's essential services during periods of natural disasters including fires and earthquakes.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Natural Disaster Emergency Reserve Fund."
2. The Natural Disaster Emergency Reserve Fund shall be designated as an assigned reserve fund.
3. The Natural Disaster Emergency Reserve Fund shall be expended for the purpose of repairing damaged buildings and furnishings.
4. The District Manager is authorized to approve the expenditure of Natural Disaster Emergency Reserve Funds, without prior approval of the Board of Trustees, for purposes of restoration and/or maintenance of essential service levels in response to a natural disaster
5. Upon expenditure of any Natural Disaster Emergency Reserve Funds, the District Manager shall notify the Board of Directors at the earliest possible opportunity.
6. Expenditures from this designated reserve fund which are subsequently recovered, either partially or fully, from FEMA, OES, State, insurance and/or any other sources, said revenue shall be utilized solely for the purpose of refunding the Natural Disaster Emergency Reserve Fund.
7. All investment earnings from the Natural Disaster Emergency Reserve Fund may be credited to the District's General Fund.
8. The Natural Disaster Emergency Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as the VCJPA Property Contingency Fund or LAIF.



**Target Fund Level:**

The target fund level for the Natural Disaster Emergency Reserve Fund is to maintain a balance, as of July 1<sup>st</sup> of each fiscal year, equal to the earthquake insurance deductible (if there is an active earthquake insurance policy) and 25% of original reconstruction costs to enable the District to continue operations, unless otherwise directed by the Board of Trustees at a public meeting.

The District is investigating earthquake insurance with the following:

- 1. Annual premium of \$25,000
- 2. Deductible of 20%.
- 3. Coverage limit of \$5 million.

Reconstruction Building (Real Property costs and provided on the PEPPIP – CA Property Schedule prepared by Alliant Insurance Services, Inc.

	<b>Real Property</b>
Administrative Building, 2002	\$3,108,788
Garage , 1979	\$377,722
Shop, 1963	\$152,838
Fish Pond Building, 2006	\$460,534
Corporation Yard, 2009	\$788,193
<b>Total</b>	<b>\$4,888,075</b>

**ATTACHMENT 5**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**EQUIPMENT REPLACEMENT RESERVE FUND**

**Fund Purpose:**

The purpose of the Equipment Replacement Reserve Funds is to accumulate sufficient financial reserves necessary to insure a timely replacement and upgrade of the District's vehicles, mobile equipment, laboratory equipment, operational equipment, administrative equipment (CPU's, PC's, laptops, etc.) and appurtenances thereto. Safe, reliable and up-to-date vehicles and equipment, in good working order, are essential for the District to meet our mission and goals of providing public health services in a timely and professional manner. The Equipment Replacement Reserve Fund will allow for replacing vehicles, operational, administrative, and laboratory equipment if lost due to a disaster. The recommended maximum funding for this reserve item is also an amount equal to the accumulated amount of depreciation for that particular capital item.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Equipment Replacement Reserve Fund."
2. The Equipment Replacement Reserve Fund shall be designated as an assigned reserve fund.
3. The initial procurement for new non-leased vehicles and/or equipment (not replacement of existing) shall be funded by the Capital Fund, not by the Equipment Replacement Reserve Fund.
4. Each adopted budget of the District shall contain an allocation in the sum of \$50,000 for the replacement and/or upgrade of existing vehicles (outright purchase or lease) and District equipment.
5. In any one (1) fiscal year, whenever the total actual expenditures for replacement and/or upgrade of existing vehicles and District equipment is less than said \$50,000 allocation, the remaining balance shall be transferred to the Equipment Replacement Reserve Fund.
6. In any one (1) fiscal year, whenever the total actual expenditures for replacement and/or upgrade of existing vehicles and District equipment exceed said \$50,000 allocation, the necessary balance to accomplish the procurement(s) shall be transferred from the Equipment Replacement Reserve Fund.
7. Funds transferred from the Equipment Replacement Reserve Fund shall be expended solely for the purpose of replacement and upgrade of existing District vehicles and District equipment.
8. The District Manager is authorized to approve the expenditure of Equipment Replacement Reserve Funds, without prior approval of the Board of Trustees, in accordance with approved budget authorizations.

9. Upon expenditure of any Equipment Replacement Reserve Funds, the District Manager shall notify the Board of Directors at the earliest possible opportunity.
10. All investment earnings from the Equipment Replacement Reserve Fund may be credited to the District's General Fund.
11. The allocation amount shall be reviewed every five (5) years for appropriate vehicle and equipment retention schedules, depreciation schedules, and acquisition costs.
12. The Equipment Replacement Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
13. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

**Target Fund Level:**

The target fund level for the Equipment Replacement Reserve Fund is to maintain a balance, as of July 1<sup>st</sup> of each fiscal year, based on the District Eight Year Capital Improvement Plan, unless otherwise directed by the Board of Trustees at a public meeting.

District Eight Year Capital Improvement Plan provides a strategy for replacing equipment. The following are replacement values.

Vehicular Equipment	\$965,500
Administrative Equipment	\$190,670
Operational Equipment	\$158,550
Laboratory Equipment	\$225,400
Furniture and Fixtures	\$178,300

The starting target fund level is recommended at 25%. Each year capital expenditures will apply to this fund.

**ATTACHMENT 6**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**SICK/ANNUAL LEAVE RESERVE FUND**

**Fund Purpose:**

The purpose of the Sick/Annual Leave Reserve Funds is to accumulate sufficient reserves necessary to insure payment of outstanding accrued sick and/or annual leave upon a District employee's separation of service from the District. Pursuant to the current Memorandums of Understanding by and between the District and designated employee representative bargaining groups. District employees may accumulate annual and sick leave in accordance with a maximum accumulation schedule. Any employee separated from the service of the District shall receive pay for accumulated annual/sick leave in accordance with designated schedules. It is desirable for the District to set aside funds on an on-going basis for this purpose.

**Policy:**

In order to achieve the objectives of this policy the Board of Trustees shall adhere to the following guidelines:

1. This reserve fund shall be known as the "Sick/Annual Leave Reserve Fund."
2. The Sick/Annual Leave Reserve Fund shall be designated as an assigned reserve fund.
3. Each adopted budget of the District shall contain a transfer from the General Fund to the Sick/Annual Leave Reserve Fund approved by the Board of Trustees.
4. Monies transferred into the Sick/Annual Leave Reserve Fund shall be expended solely for the purpose of compensation to District employees upon separation of service from the District for accumulated sick/annual leave.
5. The District Manager is authorized to approve the expenditure of Sick/Annual Leave Reserve Funds, without prior approval of the Board of Trustees, for the purpose expressly stated herein.
6. All investment earnings from the Sick/Annual Leave Reserve Fund shall be credited to the District's General Fund.
7. Health and Safety Code 2071(d) states if the Board of Trustees finds that the funds in a restricted reserve are no longer required for the purpose for which the restricted reserve was established, the Board of Trustees may, by a four-fifths vote of the total membership of the Board of Trustees, discontinue the restricted reserve or transfer the funds that are no longer required from the restricted reserve to the District's General Fund.
8. The Sick/Annual Leave Reserve Fund may be invested in financial institutions and instruments which maintain the highest level of liquidity, such as checking, savings, and LAIF.
9. This policy shall be reviewed on an annual basis for long-term adequacy and use restriction.

**Target Fund Level:**

The target fund level for the Sick/Annual Leave Reserve Fund is to maintain a balance, as of July 1<sup>st</sup> of each fiscal year, based on the compensated absences reported in the previous District Audit. The estimated target level for FY 14-15 is \$191,147.

This target fund level was established based upon the following general guidelines.

1. The District shall maintain a balance in the Sick/Annual Leave Reserve Fund equal to approximately one hundred percent (100%) of the accrued liability for compensated absences.

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**ATTACHMENT 7**  
**SAN MATEO COUNTY**  
**MOSQUITO AND VECTOR CONTROL DISTRICT**  
**SUMMARY OF RESERVE FUND**  
**TARGET FUND LEVELS**

<b>RESERVE FUND</b>	<b>TARGET LEVEL</b>
Working General Reserve Fund	\$2,554,653
Public Health Emergency Reserve Fund	\$950,000
Other Post-Employment Benefits Reserve Fund	\$1,691,649
Natural Disaster Emergency Reserve Fund	\$1,230,000
Equipment Replacement Reserve Fund	\$430,000
Sick/Annual Leave Reserve Fund	\$191,147
<b>Total Reserves</b>	<b>\$7,047,449</b>

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## District Long Term Debt

In April 2001, the District issued certificates of participation in the amount of \$2,275,000 with interest rates ranging from 4.55% to 5.5%. Proceeds from the certificates of participation were used for the construction of a new Headquarter and Laboratory Facility. The District was committed to make principal and interest payments at June 30<sup>th</sup> as well as interest payments at December 31<sup>st</sup>, pursuant to an agreement with BNY Western Trust Company. **As of June 30, 2011 this debt has been fully repaid.**

## District Investment Policy

The District is currently considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with the County Treasurer. The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's prorate share of the fair value provided by the County Treasurer for the entire portfolio. The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgages obligations.





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

## **CLASSIFICATION DESCRIPTION**

### **FACILITY MAINTENANCE SPECIALIST**

#### **Part-Time Position (20 Hours per Week)**

#### **Definition**

Under the general direction of the Assistant Manager and Operations Supervisor, performs facility maintenance on the Districts buildings and surrounding grounds, assists with the monthly maintenance of District vehicles and assists Vector Control Technicians with their control operations for assigned vectors and does related work and supportive services as required.

#### **Qualifications**

Minimum education equivalent to or graduation from high school.

Minimum of one (1) year experience in facility maintenance and safety programs.

Ability to communicate with the public in a clear, courteous and professional manner.

Valid California Drivers License and satisfactory driving record insurable under the guidance of the Vector Control Joint Powers Agency (JCJPA).

#### **Overview of Responsibilities**

Focus is on the maintenance of the District's buildings and surrounding grounds, and the individual will also ensure that the working environment is as good as possible for employees and attempt to increase the efficiency of the buildings by reducing energy usage and operating costs.

The Facility Maintenance Specialists also focuses on Vehicle Maintenance, District Safety Program, Pesticide Storage Facility, and performing Equipment Inventories.

## **Duties and Functions**

### **Building Maintenance and Repair**

Verify the weekly contracted cleaning of the Headquarter Building, Shop and Fishpond Buildings is completed and any corrections were brought to the attention of the service provider.

Assistance with quarterly contracted security inspections of the Burlingame and Redwood City properties and coordinate any repairs to those security systems.

Assistance with the communication infrastructure inspections of the Burlingame and Redwood City properties and coordinates any repairs to those communication systems.

Assistance with the weekly contracted landscaping maintenance of the Burlingame and Redwood City Sites and coordinates any repairs to those irrigation systems and/or replacement of plants.

Verifies monthly the vehicle lift has proper levels of hydraulic fluid.

Quarterly inspection of the Hotsy power washer and water treatment facility equipment.

Coordinate maintenance and repair of all District buildings.

- Coordinating RFP's drafted for building maintenance and repair.
- Investigating contractors for completion of the RFP.
- Reviewing contractors proposals.
- Coordinate with the selected contractor the work to be completed.
- Coordinate the permitting process with the city or county building departments.
- Verify work was completed.

Performs basic facility maintenance and repairs.

- Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, and painting, to maintain buildings and equipment in safe condition, prevent degradation of District property and systems, and prevent failures that would cause reduction in service.
- Replaces or updates inoperable or old building materials and appliances to provide a safe, comfortable working environment for employees.

Orders and stocks building supplies, materials and parts to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses by contacting vendors and ordering from catalogs.

Communicates orally and in writing to notify District Management of conditions of building and equipment and scheduling dates for repairs using a computer and telephone.

Obtains telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks using various forms.

Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and providing the District Management with a report of alternatives to meet current building codes.

Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet state requirements by reviewing plans and specialized drawings and using work orders, estimates, and visual inspection.

### **Vehicle Maintenance and Repair**

Assistance with the quarterly preventive maintenance program for District vehicles.

### **District Safety Program**

Member of the District Safety Program.

Assistance with providing staff, training in the safe use of facility equipment and basic guidelines for proper hygiene and safety.

When directed conducts Safety inspections of the Burlingame and Redwood City facilities, equipment, vehicles, and grounds.

Assistance with purchasing Safety equipment.

Assistance with the contractor performing the quarterly Safety inspection of the facility sprinkler and alarm systems.

Verifies all MSDS Safety Binders are updated annually.

Performs a monthly inspection of all facility fire extinguishers.

Inspects monthly the air compressors are in compliance with all safety requirements.

### **Pesticide Storage Facility**

Maintains the BVA Tank plumbing and operation.

Verifies all pesticides are properly stored within the Pesticide Storage Facility.

Assistance with the transportation to the recycling or refuge sites all waste pesticide containers.

## **Equipment Inventory, Repair, and Disposal**

Assistance with the disposal of District equipment.

Annually performs an equipment inventory.

Assistance with repair of District pesticide dispersal equipment and gas-powered hand tools.

Assistance with repairs to operational and laboratory field equipment as necessary.

## **Vector Control Technician Support**

Assistance in conducting control operations for mosquitoes and other vectors with driving the nurse rig.

Assistance in maintaining effective culvert and tide gate operations.

## **Environmental Demands**

- Outside: Works outside in a variety of weather conditions, ranging from Coastal winter conditions to +100F.
- Inside: Works inside the shop facility in partially temperature-controlled environment. Regularly, exposed to moving mechanical parts. The employee is frequently exposed to risk of electrical shock.
- Fumes/gases: Exposure to various auto shop fumes, pesticides, traffic congestion, pesticide dispersal equipment small motors, and chemicals used in museum curation procedures, colognes and perfumes. Regularly exposed to airborne particles and toxic or caustic chemicals.
- Noise: Shop, pesticide application equipment, laboratory and office machines, and cleaning equipment. The noise level is usually loud and most equipment causes vibrations.

## **Mental Demand**

- Reading: Reads letters, reports, memos, and messages, operating manuals, for pesticide dispersal equipment, material safety data sheets, equipment repair manuals and pesticide labels written in English.
- Writing: Writes reports, memos, and messages; fills out forms.

- Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages to practical situations.
- Repetition: Routine daily work practices.
- Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it.
- Social Skills: Ability to relate cooperatively with members of the public and District personnel.
- Speaking: Ability to quickly organize and communicate thoughts orally and written.

## **Physical Requirements**

**Body Movement** – Must have full mobility and use of both arms concurrently. Must have the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down to lift or remove equipment during normal daily activity.

Position may be exposed to pesticides, communicable diseases, and other health hazards; and inclement weather conditions.

**Vision** - The technician requires adequate vision (which may be corrected) to read, write, perform fine fieldwork, and safely operate in the conditions listed above.

**Hearing** - The technician requires adequate hearing (which may be corrected) to hear alarms, horns, and telephones.

## **Basic Work Hours**

8:00 AM to 12:00 PM, Monday through Friday.

Non - Exempt Employee Status

## **Salary Range**

Class: Facility Maintenance

Position Steps: Seven

**Revised: May 1, 2014**



Agenda Item # 8.A

**BOARD COMMITTEE REPORTS**

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

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**RECOMMENDATION**

Agenda Item 4.B. recommended approval of the budgeting for the Public Health Education and Outreach Program within District Budget Fiscal Year 2014-15.

No additional recommendations at this time.

**BACKGROUND AND STATUS**

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

The Environmental/Public Outreach Committee met on April 22<sup>nd</sup> to discuss the components of the proposed District public outreach program with Andrea Sprockett. During the last two months, Ms. Sprockett has developed a proposed Public Outreach Program that is very aggressive and extensive.

The committee is now recommending this public health education and outreach program including a new staff position to the Board for approval in the District Budget for FY 14-15.

The Committee also wants this new education and outreach program to be a three year project. In June 2017, the Board and District Management Staff will decide to continue funding this public health education and outreach program based on the programs evaluations.

**REFERENCE MATERIALS AVAILABLE**

Reference materials for the proposed Public Health Education and Outreach Program are available under Agenda Item 4.B.

Agenda Items # 8.B

**BOARD COMMITTEE REPORTS**

**SUBJECT: Finance Committee.**

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**RECOMMENDATION**

*None at this time.*

**BACKGROUND AND STATUS**

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

The committee met on May 5<sup>th</sup> with District Management to provide a final review of the “draft” District Budget FY 14-15 and Reserve Policy. In addition, the committee reviewed the Engineer’ Report for the 2014-15 Benefit Assessment with the engineer, John Bliss, SCI Consulting.

The committee was unanimous in their motion to support the Engineers Report for the FY 2014-15 Benefit Assessment. The committee also wanted to start an evaluation of service provided within the annexed area compared to the original District service area to verify percentages and budgets.

Under Agenda Item 7.B, the recommended District Budget FY 14-15 and Reserve Policy are now submitted to the Board for review and comment. The Board’s approval of the FY 14-15 Budget will occur at the June Board meeting.

The committee’s future works include launching the reserve funds with LAIF, selecting the agency for establishing an OPEB trust fund, drafting an RFP for an actuarial study, selecting an auditor for FY 14-15, and selecting an engineer for our benefit assessment for FY 15-16.

**REFERENCE MATERIALS AVAILABLE**

None at this time.



Agenda Item # 8.C

**BOARD COMMITTEE REPORTS**

**SUBJECT: Strategic Planning Committee.**

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**RECOMMENDATION**

*None at this time.*

**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.

**REFERENCE MATERIALS AVAILABLE**

None at this time.

Agenda Item # 8.D

**BOARD COMMITTEE REPORTS**

**SUBJECT: Policy Committee.**

---

**RECOMMENDATION**

*None at this time.*

**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 District Management received a contract with Local and Regional Government Services Authorities for approval by the Board under Agenda Item 6.A.3.

Once this contract is approved, the Policy Committee will then schedule a meeting to review how to move forward with support from RGS.

**REFERENCE MATERIALS AVAILABLE:**

None at this time.

Agenda Item # 8.E

**BOARD COMMITTEE REPORTS**

**SUBJECT:           Managers Evaluation Committee.**

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**RECOMMENDATION**

*None at this time.*

**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 and was submitted to the trustees to complete prior to the May 14<sup>th</sup> Board meeting.

**REFERENCE MATERIALS AVAILABLE**

*None at this time.*

Agenda Item # 8.F

**BOARD COMMITTEE REPORTS**

**SUBJECT: Legal Representation Committee.**

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**RECOMMENDATION**

*None at this time*

**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 District Trustees received the RFP in the April Board packet. The list of law firms who received the RFP is attached.

The RFP was mailed to the law firms on April 11<sup>th</sup> with proposals due back by May 2<sup>nd</sup>. The committee met on May 2<sup>nd</sup> to review the proposals and select law firms for an interview.

Proposals were received from the following legal firms:

1. Atkinson, Farasyn, LLP
2. Burke, Williams & Sorensen, LLP
3. County Counsel
4. Haight, Brown & Bonesteel, LLP
5. Hanson, Bridgett, LLP
6. Liebert, Cassidy, Whitmore, LLP
7. Renne, Sloan, Holtzman, Sakai, LLP

The Committee decided to interview all law firms who submitted proposals to be fair, equitable and unbiased. Each firm's RFP displayed various strengths and weaknesses with analogous fees and expenditures and included extensive resumes and client lists. As a result, the Committee decided it was very important to actually meet with each of the firms proposed lead and alternate counsels and ask a few questions to clear up any exposed weaknesses or areas of concern.

Due to scheduling conflicts with Committee members the interviews were moved to June 10<sup>th</sup>, 9:00 a.m. -4:00 p.m.

The committee is now preparing a short list of questions for the scheduled first round of interviews on June 10<sup>th</sup>. The committee will decide after these interviews if any further interviewing is necessary.

The committee's goal is to recommend one law firm to represent the District and will bring that firm to the Board for approval at the July Board meeting.

**REFERENCE MATERIALS AVAILABLE**

1. List of attorney firms who received the RFP.
2. List of attorney firms who submitted a proposal.
3. Proposals available in the District Officer for review.

## **LAW FIRMS TO RECEIVE THE REQUEST FOR PROPOSAL**

San Mateo County Counsel  
400 County Center, Redwood City, CA 94063

Haight, Brown and Bonesteel, LLP  
Three Embarcadero Center, Suite 200, San Francisco, CA 94111

Hanson, Bridgett, LLP  
425 Market St., 26<sup>th</sup> Floor, San Francisco, CA 94105

Liebert, Cassidy, Whitmore, LLP  
153 Townsend St., Suite 520, San Francisco, CA 94107

Meyers, Nave, Riback & Silver, LLP  
555 12<sup>th</sup> St., Suite 1500, Oakland, CA 94607

Carr, McClellan, Ingersoll, Thompson & Horn, LLP  
216 Park Road, Burlingame, CA 94010

Renne, Sloan, Holtzman, Sakai, LLP  
350 Sansome St., Suite 300, San Francisco, CA 94104

Coddington, Hicks & Danforth, LLP  
555 Twin Dolphin Dr., Suite 300, Redwood City, CA 94065

Markowitz Group, LLP  
1161 Cherry St., Suite J, San Carlos, CA 94070

Aaronson, Dickerson, Cohn, and Lanzone, LLP  
939 Laurel St., San Carlos, CA 94070

Burke, Williams & Sorenson, LLP  
1901 Harrison St., Suite 900, Oakland, CA 94612

Atkinson and Farasyn, LLP  
660 Dana Street, Mountain View, CA 94041

David Finkelstein, LLP  
1528 S. El Camino Rd., San Mateo, CA 94402

## **LAW FIRMS WHO SUBMITTED PROPOSALS**

Atkinson, Farasyn, LLP  
Marc Hynes, Partner and Valerie Armento, Partner  
660 Dana Street  
Mountain View, CA 94041

Burke, Williams & Sorenson, LLP  
Robert Pittman, Senior Associate and Alexandra Barnhill, Partner  
1901 Harrison St., Suite 900, Oakland, CA 94612

Haight, Brown and Bonesteel, LLP  
Gregory Rolen, Partner and Steven Cvitanovic, Partner  
Three Embarcadero Center, Suite 200, San Francisco, CA 94111

Hanson, Bridgett, LLP  
Steven Miller, Partner and Joan Cassman, Partner  
425 Market St., 26<sup>th</sup> Floor, San Francisco, CA 94105

Liebert, Cassidy, Whitmore, LLP  
Richard Bolanos, Managing, Partner and Heather Coffman, Associate  
153 Townsend St., Suite 520, San Francisco, CA 94107

San Mateo County Counsel  
Kathryn Meola, Chief Deputy and Aimee Armsby, Deputy  
400 County Center, Redwood City, CA 94063

Renne, Sloan, Holtzman, Sakai, LLP  
Randy Riddle, Partner and David Kahn, Partner  
350 Sansome St., Suite 300, San Francisco, CA 94104

## Agenda Item # 9.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 March-2014.

**Expenditures:** For the month of March-2014, there are a few accounts that are above the YTD fiscal year budget target rate of 75% (% for the first 9 months of the year). Some accounts over the target rate are affected by seasonal activity, whereas others are affected by increased costs or are one-time budgeted purchases.

**General Fund:**

1. **Regular Part-Time:** 75.5% (in part due to past seasonal activity and continued employment of two temporary staff )
2. **Medical / Laboratory:** 123.3% due to one-time purchases for PCR System supplies (additional purchases were approved by the board during the mid-year review process that exceed the original budget)
3. **Tools & Equipment:** 87.7% for 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. **Electric / Gas:** 87.1% (higher electricity utilization during warm months and gas during winter months)
6. **Insurance:** Prepaid annual General Liability insurance premiums (78%) for the year and Retrospective adjustments for the Worker's Compensation (117.6%) program for 2008-2012 that are allocated to all VCJPA pool participants
7. **Equipment:** Purchases of \$5,548 include new mosquito traps, LED lights for vehicles and a fish transportation tank. Although there is no budget in FY2013-2014 for these items, the Board approved these purchases during the midyear review.



Although the following item is not over the 75% target rate, the District's Trustees have requested additional details pertaining to District Services and Consultation Expenditures:

8. Services and Consultations: 67.8% include: Engineering services provided for 2013/2014 Benefit Assessment and Special Mosquito Tax; Helicopter Treatments and Legal Services.

**Capital Fund:**

1. Facility/Auto/Equipment Maintenance/ Repair: 81.9% Mostly attributed to the Garage Earthquake Retrofit project for \$182k
2. Equipment: 86.9% One-time equipment purchases including Lab Equipment (PCR System & accessories), computer equipment and security system upgrade. This account also includes the District's vehicle leases through Enterprise Fleet Management.

Footnotes have been provided in the accompanying F-1 GF and F-1 CPF schedules that provide explanations for variances above the target of 75% for individual accounts.

**Revenues:** March-2014 YTD consolidated revenues totaled \$3,198,171 which account for 76.9% of the annual budget.

YTD, the District has received \$1,121,586 in property tax revenues which are projected to be approximately \$145k higher than originally budgeted by the end of the fiscal year. ERAF revenues received are also in excess of what was originally budgeted by \$46k.

**Balance Sheet / Cash Balances:** As of March-2014, the District had \$6,463,275 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. March 2014*

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**REFERENCE MATERIALS ATTACHED:**

- A. Financial Documents for Fiscal Year 2013-14



# San Mateo County Mosquito and Vector Control District


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

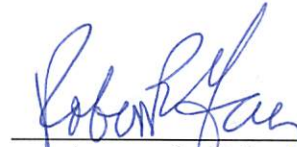
## Financial Reporting for May 2014 Board Meeting Financials for the month ended March 31, 2014

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 March 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  
May 7, 2014

  
Approved – Robert Gay  
May 7, 2014

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

					<b>YTD Mar %</b>	<b>75%</b>
<b>REVENUES</b>		<b>MTD</b>	<b>YTD</b>	<b>Budgeted</b>	<b>Balance</b>	<b>% of FY13/14 Budget</b>
		<b>March-14</b>	<b>FY13/14</b>	<b>FY13/14</b>	<b>Remaining</b>	
1021	Prop. taxes, current, secured	84,606	999,823	1,521,718	521,895	65.7%
1024	PY Secured Rede	0	2,485	5,000	2,515	49.7%
1031	Prop. taxes, current unsecured	3,534	90,552	86,000	(4,552)	105.3%
1033	Prop. taxes, prior, unsecured	(884)	(4,999)	1,000	5,999	-499.9%
1041	Prop taxes CY secured SB 813	5,109	28,241	26,000	(2,241)	108.6%
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	1,009	2,825	1,500	(1,325)	188.3%
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	74,498	927,188	1,438,911	511,723	64.4%
2439	Mosquito Control Tax	24,228	303,189	464,181	160,992	65.3%
2451	Service Abatement Income	716	234,252	255,000	20,748	91.9%
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	1,378	266,171	48,000	(218,171)	554.5%
<b>Total Revenue</b>		<b>194,194</b>	<b>3,198,171</b>	<b>4,160,680</b>	<b>962,509</b>	<b>76.9%</b>
<b>EXPENDITURES</b>						
<b>Salary &amp; Benefits</b>						
4111	Regular Full Time	110,936	1,070,120	1,515,000	444,880	70.6%
4161	Regular Part Time	2,934	97,403	129,000	31,597	75.5%
4311	Social Security	312	7,005	10,000	2,995	70.0%
4321	Retirement	34,899	334,216	478,000	143,784	69.9%
4412	Health Insurance	29,991	259,003	369,000	109,997	70.2%
4414	Great-West Deferred Comp	1,000	8,500	13,000	4,500	65.4%
4415	Medicare Insurance	1,683	17,177	24,000	6,823	71.6%
4422	Dental Insurance	2,700	26,244	38,000	11,756	69.1%
4431	Vision Insurance Plan (VSP)	435	3,894	5,300	1,406	73.5%
4440	Employee Commute Benefit	397	3,296	5,500	2,204	59.9%
4442	Long Term Disability	866	7,667	11,300	3,633	67.9%
4451	Unemployment Insurance	321	13,029	18,000	4,971	72.4%
4621	AFLAC Insurance	466	4,495	6,500	2,005	69.2%
Subtotal		186,939	1,852,047	2,622,600	770,553	70.6%
<b>Services &amp; Supplies</b>						
5111	Pesticides	29,463	105,660	250,000	144,340	42.3%
5121	Clothing	1,798	14,792	23,700	8,908	62.4%
5156	Household	49	1,879	4,200	2,321	44.7%
5171	Medical/Laboratory	1,544	23,185	18,800	(4,385)	123.3%
5188	Other Misc (Union Bank Fee)	36	334	1,800	1,466	18.6%
5199	Office	4,116	12,426	20,100	7,674	61.8%
5233	Tools/Equipment	2,855	14,764	19,350	4,586	76.3%
5331	Memberships	0	16,074	18,845	2,771	85.3%
5416	Gasoline/Oil	3,219	41,820	67,000	25,180	62.4%
5428	Facility/Auto/Equip Maint/Repair	21,858	220,803	295,000	74,197	74.8%
5472	General Maintenance	758	3,768	9,300	5,532	40.5%
5631	Electric/Gas	2,039	18,210	20,900	2,690	87.1%
5635	Water/Sewer Disposal	212	6,911	9,700	2,789	71.3%
5721	Meetings/Conferences	5,306	56,802	91,800	34,998	61.9%
5856	Services/Consultation	12,371	161,889	238,600	76,711	67.8%
5966	District Special Expenses	4,740	36,576	123,750	87,174	29.6%
6712	Telephone	1,474	14,963	22,500	7,537	66.5%
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%
6731	Other Insurance	620	120,063	102,100	(17,963)	117.6%
Subtotal		92,459	912,281	1,390,445	478,164	65.6%
<b>Fixed Assets</b>						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	8,860	130,879	144,300	13,421	90.7%
Subtotal		8,860	130,879	144,300	13,421	
<b>Total Expenditures</b>		<b>288,258</b>	<b>2,895,207</b>	<b>4,157,345</b>	<b>1,262,138</b>	<b>69.6%</b>
<b>NET INCOME</b>						
<b>Net Income</b>		<b>(94,064)</b>	<b>302,964</b>	<b>3,335</b>		

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

As of March 31, 2014

	<b>Mar 31, 2014</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash	6,106,985
1010A01 · Cash-VCJPA Property Contingency	37,009
1010A02 · Cash-VCJPA Member Contingency	318,881
1020 · Cash - Petty Cash	400
<b>Total Checking/Savings</b>	6,463,275
<b>Accounts Receivable</b>	
1012 · 1012 · Accounts Receivable-001	7,730
<b>Total Accounts Receivable</b>	7,730
<b>Total Current Assets</b>	6,471,006
<b>TOTAL ASSETS</b>	<b>6,471,006</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 · 4300-1 · Accounts Payable	60,733
<b>Total Accounts Payable</b>	60,733
<b>Credit Cards</b>	
US Bank Credit Card	-
<b>Total Credit Cards</b>	-
<b>Total Current Liabilities</b>	60,733
<b>Total Liabilities</b>	60,733
<b>Equity</b>	
32000 · Retained Earnings	6,107,309
Net Income	302,964
<b>Total Equity</b>	6,410,273
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,471,006</b>

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

**F-1 GF**

					<b>YTD Mar %</b>	<b>75%</b>	
<b>REVENUES</b>		<b>MTD</b>	<b>YTD</b>	<b>Budgeted</b>	<b>Balance</b>	<b>% of FY13/14</b>	<b>Footnote:</b>
		<b>March-14</b>	<b>FY13/14</b>	<b>FY13/14</b>	<b>Remaining</b>	<b>Budget</b>	
1021	Prop. taxes, current, secured	84,606	999,823	1,521,718	521,895	65.7%	<b>Total YTD Property Tax Revenue of \$1,121,586 is 68% of Budgeted \$1,647,588</b>
1024	PY Secured Rede	0	2,485	5,000	2,515	49.7%	
1031	Prop. taxes, current unsecured	3,534	90,552	86,000	(4,552)	105.3%	
1033	Prop. taxes, prior, unsecured	(884)	(4,999)	1,000	5,999	-499.9%	
1041	Prop taxes CYsecured SB 813	5,109	28,241	26,000	(2,241)	108.6%	
1042	Prop taxes CYunsecurd SB 813	0	0	650	650	0.0%	
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%	
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%	
1831	Homeowner Prop	0	5,484	5,500	16	99.7%	
1046	1046 · ERAF Rebate	0	261,332	215,000	(46,332)	121.5%	
1521-11	VCJPA-Interest Income	1,009	2,825	1,500	(1,325)	188.3%	
1521	Interest Earned	0	23,445	37,900	14,455	61.9%	
2031	Benefit Assessment	74,498	927,188	1,438,911	511,723	64.4%	
2439	Mosquito Control Tax	24,228	303,189	464,181	160,992	65.3%	
2451	Service Abatement Income	716	234,252	255,000	20,748	91.9%	
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	1,378	233,069	46,000	(187,069)	506.7%	
<b>Revenue Total:</b>		<b>194,194</b>	<b>3,163,760</b>	<b>4,156,080</b>	<b>992,320</b>	<b>76.1%</b>	<b>% of YTD budget</b>
<b>EXPENDITURES</b>							
<b>Salary &amp; Benefits</b>							
4111	Regular Full Time	110,936	1,070,120	1,515,000	444,880	70.6%	<b>A</b>
4161	Regular Part Time	2,934	97,403	129,000	31,597	75.5%	
4311	Social Security	312	7,005	10,000	2,995	70.0%	
4321	Retirement	34,899	334,216	478,000	143,784	69.9%	
4412	Health Insurance	29,991	259,003	369,000	109,997	70.2%	
4414	Great-West Deferred Comp	1,000	8,500	13,000	4,500	65.4%	
4415	Medicare Insurance	1,683	17,177	24,000	6,823	71.6%	
4422	Dental Insurance	2,700	26,244	38,000	11,756	69.1%	
4431	Vision Insurance Plan (VSP)	435	3,894	5,300	1,406	73.5%	
4440	Employee Commute Benefit	397	3,296	5,500	2,204	59.9%	
4442	Long Term Disability	866	7,667	11,300	3,633	67.9%	
4451	Unemployment Insurance	321	13,029	18,000	4,971	72.4%	<b>A</b>
4621	AFLAC Insurance	466	4,495	6,500	2,005	69.2%	
Subtotal		186,939	1,852,047	2,622,600	770,553	70.6%	
<b>Services &amp; Supplies</b>							
5111	Pesticides	29,463	105,660	250,000	144,340	42.3%	<b>B</b>
5121	Clothing	1,798	14,792	23,700	8,908	62.4%	
5156	Household	49	1,879	4,200	2,321	44.7%	<b>C</b>
5171	Medical/Laboratory	1,544	23,185	18,800	(4,385)	123.3%	
5199	Office	4,116	12,426	20,100	7,674	61.8%	<b>D</b>
5233	Tools/Equipment	2,855	14,118	16,100	1,982	87.7%	
5331	Memberships	0	16,074	18,845	2,771	85.3%	<b>E</b>
5416	Gasoline/Oil	3,219	41,820	67,000	25,180	62.4%	
5428	Facility/Auto/Equip Maint/Repair	2,874	20,126	50,000	29,874	40.3%	<b>A</b>
5472	General Maintenance	758	3,768	9,300	5,532	40.5%	
5631	Electric/Gas	2,039	18,210	20,900	2,690	87.1%	<b>A</b>
5635	Water/Sewer Disposal	212	6,911	9,700	2,789	71.3%	
5721	Meetings/Conferences	5,306	56,802	91,800	34,998	61.9%	<b>H</b>
5856	Services/Consultation	12,371	161,889	238,600	76,711	67.8%	
5966	District Special Expenses	4,740	36,576	121,500	84,924	30.1%	<b>G</b>
6712	Telephone	1,474	14,963	22,500	7,537	66.5%	
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%	<b>G</b>
6731	Other Insurance	620	120,063	102,100	(17,963)	117.6%	
Subtotal		73,439	710,624	1,138,145	427,521	62.4%	
<b>Fixed Assets</b>							
7311	Equipment	2,845	5,548	0	(5,548)	0.0%	<b>F</b>
Subtotal		2,845	5,548	0	(5,548)		
<b>Expenditures Total:</b>		<b>263,223</b>	<b>2,568,220</b>	<b>3,760,745</b>	<b>1,192,525</b>	<b>68.3%</b>	<b>% of YTD budget spent</b>
<b>NET INCOME</b>							
<b>Net Income</b>		<b>(69,029)</b>	<b>595,541</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 March 31, 2014**

**F-1 GF**

**FOOTNOTES:**

**A:** Regular Part-time salary and Electric/Gas expenditures are currently exceeding budgets as expenditures are coming in higher than originally anticipated. Part-Time salary expenditures are high due to extended use of Seasonal employees. Utilities (Electric/Gas) expenditures are coming in higher than originally anticipated due to higher usage (A/C and Heat).

**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
Clarke Mosquito Control	Altosid Briquets (6cs)	5059324	03/04/2014	2,825
Clarke Mosquito Control	Natural T30 Tablets (6cs)	5059467	03/19/2014	3,529
Clarke Mosquito Control	Natural XRT Tablets (1cs)	5059466	03/20/2014	934
BVA Inc.	BVA Larvaecide #2 (2,650 gal)	46897	03/25/2014	19,373
Clarke Mosquito Control	Natural XRT Tablets (3cs)	5059561	03/26/2014	2,802
<b>Total</b>				<b>105,660</b>

**C: 5171 Medical / Laboratory** YTD \$23,185 of the expenditures were mostly attributed to PCR system startup supplies of \$17,826.

**D: 5233 Tools / Equipment** YTD \$14,118 expenditures mostly attributed to \$4,321 one-time lab supplies, \$3,000 Dry Ice for Mosquito Surveillance Program and \$4,611 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 \$5,548 includes: EVS CO2 Mosquito Traps, LED Lights for District Trucks and Fish Transport Tank (all 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	4,530	15,000	10,470	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	40,804	50,000	9,196	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	7,595	10,000	2,405	\$10,324 Canon copier lease buyout included
5856G2AD · Security & Fire Alarm Maintenanc	3,591	5,000	1,409	
5856G3AD · Elevator Maintenance Qtrly	3,599	5,600	2,001	
5856G4AD · Pond/Landscape Service	7,175	12,000	4,825	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	10,974	18,500	7,526	
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	
5856H1OP · Fire Extinguisher Service	1,176	1,000	(176)	
5856J1AD · Janitorial Service	7,000	10,500	3,500	
5856J2AD · Comcast / Internet / GotoMyPC	2,893	4,000	1,107	
5856J3AD · Axcient (server backup)	1,161	1,700	539	
5856J4AD · Microsoft Intune & Email Serv	3,245	6,500	3,255	
5856L1AD · Human Resource Services	551	15,000	14,449	
5856M1AD · Payroll Service	4,171	7,000	2,829	
5856N1AD · Union Bank Monthly Fee	666	2,100	1,434	
5856O1AD · ADP Screening & Selection Svc	1,588	2,900	1,312	
5856Q1AD · District Interns	2,993	0	(2,993)	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>161,889</b>	<b>238,600</b>	<b>76,711</b>	

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

<b>F-1 GF</b>
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**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)
R.J. Ricciardi, Inc.	8498	3/31/2014	2,910	FYE 6/30/12 Acctg Audit-Director (9 hrs) ; Staff Acct (18.5hrs)
<b>Total</b>			<b>4,530</b>	

**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
Meredith, Weinstein & Numbers, LLP	19937	03/19/2014	523	Legal Services Rendered Thru 02/28/14
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>40,804</b>	

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

F-1 CPF

Actual vs Budget Financial Analysis - Capital Fund  
for the month ended March 31, 2014

	MTD March-14	YTD FY13/14	Budgeted FY13/14	YTD Mar % Balance Remaining	75% YTD	Footnote:
<b>REVENUES</b>						
1521 Interest Earned	0	1,309	2,600	1,291	50.3%	
49900 Other Income	0	33,102	2,000	(31,102)	1655.1%	Lehman Recovery
<b>Total Revenue</b>	<b>0</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	334	1,800	1,466	18.6%	
5233 Tools/Equipment	0	646	3,250	2,604	19.9%	
5428 Facility/Auto/Equip Maint/Repair	18,984	200,677	245,000	44,323	81.9%	A
5966 District Special Expense	0	0	2,250	2,250	0.0%	B
Subtotal	19,020	201,657	252,300	50,643	79.9%	
<b>Fixed Assets</b>						
7211 Structures/Improvements	0	0	0	0	0.0%	
7311 Equipment	6,015	125,331	144,300	18,969	86.9%	C
Subtotal	6,015	125,331	144,300	18,969	86.9%	
<b>Total Expenditures</b>	<b>25,035</b>	<b>326,988</b>	<b>396,600</b>	<b>69,612</b>	<b>82.4%</b>	<b>% of YTD budget spent</b>
<b>NET INCOME</b>						

Net Income (25,035) (292,577) (392,000) This is a non-Revenue Generating Fund

FOOTNOTES:

A: YTD Miscellaneous Repair include the following:

	Expenditure	Budget	Difference	Comment
5428A3AD · Yard Paving Mixture	0	4,000	4,000	
5428A4AD · Landscape Upgrade	0	5,000	5,000	
5428A5AD · Project Engineer / Architect	0	5,000	5,000	
5428A9AD · Misc Bldg Repairs	19,119	46,000	26,881	AC Unit @ Redwood City Site. Electrical work for lab PCR room.
5428A10AD · Earthquake Retrofit	181,558	185,000	3,442	Structural engineer, architect & construction for Earthquake Retrofit Proj
<b>Total</b>	<b>200,677</b>	<b>245,000</b>	<b>44,323</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	6,942	14,700	7,758	Computers for admin office. Replace computer hard drive for District Mgr
7311A4AD · Replace Technician Laptops	4,028	4,000	(28)	Replacement laptops for technicians
7311A5AD · Servers, Key System Computer	5,198	4,700	(498)	Security cameras for Burlingame & Redwood City bldgs
7311B4OP · Vehicles (Leases)	1,136	8,000	6,864	Leased 2 trucks from Enterprise (monthly lease charges)
7311C1LB · Lab Equipment	108,027	107,500	(527)	Lab PCR Equipment/Tabletop Centrifuge
<b>Total</b>	<b>125,331</b>	<b>144,300</b>	<b>18,969</b>	



San Mateo County Mosquito & Vector Control

Profit & Loss

July 2013 through March 2014

F-2 GF

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	TOTAL
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
1021 · Prop. taxes, current, secured	-	-	-	-	83,743	745,262	86,213	-	84,606	999,823
1024 · PY Secured Rede	-	-	-	-	-	2,485	-	-	-	2,485
1031 · Prop. taxes, current unsecured	-	-	-	86,741	278	-	-	-	3,534	90,552
1033 · Prop. taxes, prior, unsecured	-	-	-	(4,115)	-	-	-	-	(884)	(4,999)
1041 · Prop taxes CY secured SB 813	-	-	-	2,921	2,665	8,113	9,434	-	5,109	28,241
1046 · ERAF Rebate	-	-	-	-	-	-	261,332	-	-	261,332
1521-11 · VCJPA-Interest Income	-	-	1,642	-	-	174	-	-	1,009	2,825
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	-	74,498	927,188
2439 · Special Mosquito Tax	-	-	-	-	-	242,279	36,682	-	24,228	303,189
2451 · Service Abatement Income	58,077	58,443	43,170	67,717	2,403	248	2,727	751	716	234,252
2647 · Misc Refunds/RDA/RPTTF	5,316	-	13,741	-	-	-	37,816	-	-	56,874
2658 · Other	-	27,655	106	-	-	200,198	2,904	828	1,378	233,069
<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>194,194</b>	<b>3,163,760</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>194,194</b>	<b>3,163,760</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	110,936	1,070,120
4161 · Reg Part-Time Position	11,779	29,573	21,738	18,143	8,136	616	1,896	2,588	2,934	97,403
4311 · Social Security	848	1,908	1,453	1,198	628	156	229	272	312	7,005
4321 · County Retirement Plan	35,234	36,331	36,331	35,335	51,830	33,739	33,806	36,712	34,899	334,216
4412 · Health Insurance	29,093	22,667	29,618	28,392	28,277	29,498	31,229	30,240	29,991	259,003
4414 · Great-West Deferred Comp	1,000	500	1,000	1,000	1,500	1,000	500	1,000	1,000	8,500
4415 · Medicare Insurance	985	2,943	2,010	2,022	1,766	1,653	2,450	1,665	1,683	17,177
4422 · Dental Insurance	3,356	2,983	5,565	300	2,757	2,915	2,775	2,893	2,700	26,244
4431 · Vision Insurance Plan	428	443	443	420	420	435	435	435	435	3,894
4440 · Employee Commute Benefit	412	374	402	426	276	276	370	363	397	3,296
4442 · Long Term Disability	819	819	943	829	829	829	866	866	866	7,667
4451 · Unemployment Insurance	749	1,805	963	381	176	330	7,846	458	321	13,029
4621 · AFLAC Insurance	444	665	468	442	442	442	662	466	466	4,495
5111 · Pesticides	49,124	12,232	2,101	-	-	11,130	-	1,611	29,463	105,660
5121 · Clothing	3,319	1,718	1,904	1,004	642	1,266	914	2,226	1,798	14,792
5156 · Household	44	261	138	67	772	234	58	256	49	1,879
5171 · Laboratory Supplies	5,650	5,565	2,207	327	1,419	948	2,849	2,677	1,544	23,185
5199 · Office Expenditures	661	1,288	757	2,036	572	811	1,224	960	4,116	12,426
5233 · Special Tools / Equipment	2,722	3,717	1,038	2,102	324	304	773	283	2,855	14,118
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	3,219	41,820
5428 · Vehicle / Equip Maint & Repair	1,730	2,227	(3,185)	6,135	2,576	1,155	3,036	3,579	2,874	20,126
5472 · Facility Maintenance & Repair	376	204	334	301	328	301	1,151	15	758	3,768
5631 · Electricity / Gas	2,070	2,063	2,139	2,011	1,951	2,057	1,941	1,938	2,039	18,210
5635 · Water / Sewer Disposal	205	1,559	381	2,079	220	1,096	220	938	212	6,911

San Mateo County Mosquito & Vector Control

F-2 GF

Profit & Loss

July 2013 through March 2014

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	TOTAL
5721 · Meeting/Conferences	5,497	2,004	3,305	5,861	3,580	8,608	5,052	17,587	5,306	56,802
5856 · Services / Consultations	31,802	12,728	31,275	11,164	18,028	18,949	10,591	14,982	12,371	161,889
5966 · District Special Expense	387	2,900	336	7,229	3,942	7,828	2,186	7,028	4,740	36,576
6712 · Telephone	2,012	1,969	1,708	2,148	1,315	1,360	1,376	1,600	1,474	14,963
6725 · Liability Insurance	49,236	-	-	-	(7,878)	-	-	-	-	41,358
6731 · Other Insurance	101,185	-	-	-	18,258	-	-	-	620	120,063
7311 · Equipment	-	-	-	-	-	-	-	2,703	2,845	5,548
<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>249,594</b>	<b>263,223</b>	<b>2,568,220</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>(248,015)</b>	<b>(69,029)</b>	<b>595,541</b>
<b>Other Income/Expense</b>										
Other Income										
Transfer Out	(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>-</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>-</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>(248,149)</b>	<b>(69,029)</b>	<b>243,825</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.
- G. District credit card rebate of \$118 and pesticides rebate of \$1,260.

**San Mateo County MVCD - Capital Project Fund**  
**Profit & Loss**  
 July 2013 through March 2014

**F-2 CPF**

	<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>14-Mar</u>	<u>TOTAL</u>
<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>	<u>379</u>	<u>29,166</u>	<u>-</u>	<u>505</u>	<u>-</u>	<u>-</u>	<u>3,487</u>	<u>873</u>	<u>-</u>	<u>34,411</u>
<b>Gross Profit</b>	379	29,166	-	505	-	-	3,487	873	-	34,411
<b>Expense</b>										
<b>5188 · Other Misc Expense</b>										
188A2AD · Bank Fees	37	38	41	37	38	37	36	36	36	334
<b>Total 5188 · Other Misc Expense</b>	<u>37</u>	<u>38</u>	<u>41</u>	<u>37</u>	<u>38</u>	<u>37</u>	<u>36</u>	<u>36</u>	<u>36</u>	<u>334</u>
<b>5233 · Special Tools (non-fixed asset)</b>										
233B2OP · Backpack Sprayer	-	646	-	-	-	-	-	-	-	646
<b>Total 5233 · Special Tools (non-fixed asset)</b>	<u>-</u>	<u>646</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>646</u>
<b>5428 · Facility/Auto/Equip Maint/Repai</b>										
28A10AD · Earthquake Retrofit	137,803	6,482	2,091	-	35,183	-	-	-	-	181,558
428A9AD · Misc Bldg Repairs	-	-	-	-	-	-	-	135	18,984	19,119
<b>Total 5428 · Facility/Auto/Equip Maint/Repai</b>	<u>137,803</u>	<u>6,482</u>	<u>2,091</u>	<u>-</u>	<u>35,183</u>	<u>-</u>	<u>-</u>	<u>135</u>	<u>18,984</u>	<u>200,677</u>
<b>7311 · Equipment-Capital</b>										
311A1AD · Computer Equipment OP	-	-	-	-	-	-	-	-	-	-
311A3AD · Computer Equipment AD	5,528	-	-	-	-	-	-	-	1,414	6,942
311A4AD · Replacement Technician Laptops	-	-	-	-	-	-	-	-	4,028	4,028
311A5AD · Servers/Key System PC	-	-	-	5,198	-	-	-	-	-	5,198
311B4OP · Vehicles (Leased)	-	-	-	-	-	-	95	468	574	1,136
311C1LB · Lab Equipment	81,504	24,000	2,523	-	-	-	-	-	-	108,027
<b>Total 7311 · Equipment-Capital</b>	<u>87,032</u>	<u>24,000</u>	<u>2,523</u>	<u>5,198</u>	<u>-</u>	<u>-</u>	<u>95</u>	<u>468</u>	<u>6,015</u>	<u>125,331</u>
<b>Total Expense</b>	<u>224,871</u>	<u>31,166</u>	<u>4,655</u>	<u>5,235</u>	<u>35,221</u>	<u>37</u>	<u>130</u>	<u>639</u>	<u>25,035</u>	<u>326,988</u>
<b>Net Ordinary Income</b>	(224,492)	(1,999)	(4,655)	(4,730)	(35,221)	(37)	3,357	234	(25,035)	(292,577)
<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>	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>935</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>135</u>	<u>-</u>	<u>351,716</u>
<b>Net Other Income</b>	<u>350,000</u>	<u>646</u>	<u>-</u>	<u>935</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>135</u>	<u>-</u>	<u>351,716</u>
<b>Net Income</b>	<u>125,508</u>	<u>(1,353)</u>	<u>(4,655)</u>	<u>(3,794)</u>	<u>(35,221)</u>	<u>(37)</u>	<u>3,357</u>	<u>369</u>	<u>(25,035)</u>	<u>59,139</u>

**FOOTNOTES:**

- A. Lehman Recovery Distributions
- B. Transfer In cash funding from General Fund. This will offset the Transfer Out on General Fund's P&L Stmt.
- C. Transfer In for CPF expenses paid from GF for backpack sprayers. This will offset the Transfer Out on GF's P&L Stmt.
- D. Transfer In for CPF expenses paid from GF for Redwood City site security camera. This will offset the Transfer Out on GF's P&L Stmt.
- 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 March 31, 2014

**F-3 GF**

	<u>Mar 31, 2014</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash	5,863,218
1010A01 · Cash-VCJPA Property Contingency	37,009
1010A02 · Cash-VCJPA Member Contingency	318,881
1020 · Cash - Petty Cash	400
<b>Total Checking/Savings</b>	<u>6,219,508</u>
<b>Accounts Receivable</b>	
1012 · 1012 · Accounts Receivable-001	7,730
<b>Total Accounts Receivable</b>	<u>7,730</u>
<b>Total Current Assets</b>	<u>6,227,238</u>
<b>TOTAL ASSETS</b>	<u><u>6,227,238</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 · 4300-1 · Accounts Payable	48,869
<b>Total Accounts Payable</b>	<u>48,869</u>
<b>Credit Cards</b>	
US Bank Credit Card	-
<b>Total Credit Cards</b>	<u>-</u>
<b>Total Current Liabilities</b>	<u>48,869</u>
<b>Total Liabilities</b>	48,869
<b>Equity</b>	
32000 · Retained Earnings	5,934,544
Net Income	243,825
<b>Total Equity</b>	<u>6,178,369</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,227,238</u></u>

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

**F-3 CPF**

**Mar 31, 2014**

**ASSETS**

Current Assets

Checking/Savings

1011 · 1010-05 Cash-Capital Project

243,768

Total Checking/Savings

243,768

Total Current Assets

243,768

**TOTAL ASSETS**

**243,768**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

4300-1 · 4300-1 · Accounts Payable

11,864

Total Accounts Payable

11,864

Total Current Liabilities

11,864

Total Liabilities

11,864

Equity

32000 · Retained Earnings

172,765

Net Income

59,139

Total Equity

231,904

**TOTAL LIABILITIES & EQUITY**

**243,768**

-

**San Mateo County Mosquito & Vector Control**

**F-4 GF**

**A/R Aging Summary**

As of March 31, 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	-	-	-	-	-	-	A
City of Redwood City, Public Wks Svcs	-	-	94	-	-	94	
City of San Mateo Wastewater Treatment	33	-	33	-	-	66	
City of SSF Water Quality Control Plant	82	-	-	-	-	82	
Coastal Conservancy	-	-	-	-	6,213	6,213	
SEWER AUTHORITY MID-COASTSIDE (SAM)	51	-	51	-	-	102	
SF Public Utilities Commision	487	-	574	-	-	1,061	
Silicon Valley Clean Water (S.B.S.A.)	63	-	50	-	-	113	
<b>TOTAL</b>	<b>716</b>	<b>-</b>	<b>802</b>	<b>-</b>	<b>6,213</b>	<b>7,730</b>	

**FOOTNOTES:**

A- Past due amounts were all paid as of April 30, 2014. (See below updated aging as of April 30, 2014)

**San Mateo County Mosquito & Vector Control**

**A/R Aging Summary**

As of April 30, 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	-	-	-	-	-	-
City of San Mateo Wastewater Treatment	-	33	-	-	-	33
City of SSF Water Quality Control Plant	-	82	-	-	-	82
Coastal Conservancy	-	-	-	-	-	-
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	-	-	-	-	-
SF Public Utilities Commision	-	487	-	-	-	487
Silicon Valley Clean Water (S.B.S.A.)	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>602</b>

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

<b>Beginning Cash per District as of February 28, 2014</b>	5,986,056
<b>Reductions</b>	
Payroll Related (ADP)	(108,153)
Checks Written	(211,491)
Bank Fee	(59)
<b>Total Reductions</b>	<u>(319,702)</u>
<b>Additions</b>	
Quarterly Interest	-
Abatement Services	5,773
Property Tax Revenue	191,091
Lehman Recovery Distribution	-
<b>Total Additions</b>	<u>196,864</u>
 <b>Ending Cash per District as of March 31, 2014</b>	 <u><u><b>5,863,218</b></u></u>

**Cash per County Statement (below)** **5,863,218**

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      03/01/2014-03/31/2014      Page 1  
WED, APR 09, 2014, 9:18 AM --req: SONGH----leg: GL JL--loc: CONT RWC--job: 8438442 #J1367--prog: GL501 <1.82>--report id: GLTBAL01

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705, 02706

Lg	SUB UNIT Title	Director	St	Tr	FDGP	FUND	SUB FUND DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL	02706 County Mosquito Abatemen		A		07	02706	02706 00000	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description			Debit	Credit	Balance			
0111 Claim on Cash			Prior to 03/01/14			8,713,834.61	2,727,778.48	5,986,056.13			
	03/01/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE			3,059.97		5,989,116.10			
	03/10/14	SPS63104	AutoID: ITXM3104 Job: 8409 JE			1,681.85		5,990,797.95			
	03/21/14	JE357917	AutoID: JMB3214 Job: 8422 JE				58.98	5,990,738.97			
	03/25/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE			2,712.95		5,993,451.92			
	03/27/14	SPS63274	AutoID: ITXM3274 Job: 8425 JE			3,426.70		5,996,878.62			
	03/27/14	JE358096	AutoID: JLAD3274 Job: 8425 JE			3,533.90		6,000,412.52			
	03/27/14	JE358143	AutoID: JLAF3264 Job: 8425 JE				884.21	5,999,528.31			
	03/31/14	JE358487	AutoID: JHSD4014 Job: 8434 JE				319,643.43	5,679,884.88			
	03/31/14	SEC6N3314	AutoID: ITXC3314 Job: 8428 JE			83,742.56		5,763,627.44			
	03/31/14	SEC6N3314	AutoID: ITXC3314 Job: 8428 JE			98,726.22		5,862,353.66			
	03/31/14	UNI63314	AutoID: ITXU3314 Job: 8432 JE			863.85		5,863,217.51			
		DR	* SUB ACCT Total *			8,911,582.61*	3,048,365.10*	<b>5,863,217.51*</b>			
0112 Claim on Cash - Float			Prior to 03/01/14			480,203.37	477,143.40	3,059.97			
	03/01/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE				3,059.97	2,712.95			
	03/24/14	TILCR	AutoID: DT1L3244 Job: 8424 CR			2,712.95		2,712.95			
	03/25/14	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE				2,712.95	482,916.32*			
		DR	* SUB ACCT Total *			482,916.32*	482,916.32*	*			
0270 Interest Receivable			Prior to 03/01/14			8,430.37	8,430.37	*			
		DR	* SUB ACCT Total *			8,430.37*	8,430.37*	*			

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

**F-6**

<b>Beginning Cash per District as of February 28, 2014</b>	257,114
<b>Reductions</b>	
Checks Written	(13,310)
Bank Fee	(36)
<b>Total Reductions</b>	<u>(13,346)</u>
<b>Additions</b>	
Quarterly Interest	-
Lehman Recovery Distribution	-
<b>Total Additions</b>	<u>-</u>
 <b>Ending Cash per District as of March 31, 2014</b>	 <u><u>243,768</u></u>

<b>Cash per County Statement (below)</b>	<b>243,768</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      03/01/2014-03/31/2014      Page 1  
WED, APR 09, 2014, 9:19 AM --reg: SONGH----leg: GL JL--log: CONT RWC--job: 8438442 #J1367--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 03/01/14			563,340.32	306,225.99	257,114.33			
	03/21/14	JE357917	AutoID: JMBA3214 Job: 8422 JE				36.17	257,078.16			
	03/31/14	JE358496	AutoID: JHSE4014 Job: 8434 JE				13,310.23	243,767.93			
	DR		* SUB ACCT Total *			563,340.32*	319,572.39*	243,767.93*			
0270 Interest Receivable			Prior to 03/01/14			379.01	379.01				
	DR		* SUB ACCT Total *			379.01*	379.01*	*			
0813 Fund Balance Available			Prior to 03/01/14			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 03/01/14				2,186,222.00	2,186,222.00			
	CR		* SUB ACCT Total *				2,186,222.00*	2,186,222.00*			
0911 Receipts - Property Tax			Prior to 03/01/14				350,000.00	350,000.00			
	CR		* SUB ACCT Total *				350,000.00*	350,000.00*			



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

F-7
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	<u>March 14, 2014</u>	<u>March 28, 2014</u>		
<b>Payroll ACH Disbursement (including Net Pay &amp; Taxes )</b>				
Total Net Pay	37,833	43,131		
Federal W/H Tax	8,115	8,196		
Social Security Tax	183	441		A
Medicare	1,644	1,722		
CA W/H Tax	2,498	2,517		
CA SUI/DI	668	814		
<b>Total</b>	<b>50,941</b>	<b>56,820</b>		
<b>ADP Fee drawn for the period</b>	<b>219</b>	<b>172</b>		
<b>Total amount for the period</b>	<b>51,160</b>	<b>56,992</b>		
<b>Total amount for the month:</b>		<b>108,153</b>		

**Footnotes:**

A. Social Security expenditure only incurred for part-time/seasonal employees and trustees payroll

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

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
14275	03/03/2014	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(628.90)
772225	02/25/2014		Employer Contributions for Feb 2014	4621 · AFLAC Insurance	465.66
			Employee Contributions for Feb 2014	4111AD · Life and Annuity Plan	163.24
TOTAL					<u>628.90</u>
14276	03/03/2014	Airgas Dry Ice	QAC40	1010a · Union Bank Clearing Account	(47.77)
124702859	02/13/2014		Dry Ice Pellets	233E2LB · Dry Ice	47.77
TOTAL					<u>47.77</u>
14277	03/03/2014	Costco American Express	Account Ending 3-81007	1010a · Union Bank Clearing Account	(345.53)
3-81007Feb14	02/14/2014		Office Supply	199A2AD · Office Supplies	136.68
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	98.85
			Membership Renewal	331A9AD · Misc Fees	110.00
TOTAL					<u>345.53</u>
14278	03/03/2014	AmeriPride Uniform Services	Customer #116218300	1010a · Union Bank Clearing Account	(776.10)
02282014	02/28/2014		Inv #1101135294 02/05/14 Uniform Services	121A4OP · Uniform Service	214.62
			Inv #1101139276 02/12/14 Uniform Services	121A4OP · Uniform Service	193.86
			Inv #1101143294 02/19/14 Uniform Services	121A4OP · Uniform Service	181.36
			Inv #1101147330 02/26/14 Uniform Services	121A4OP · Uniform Service	113.66
			Inv #1101110810 12/25/13 Invoice Balance	121A4OP · Uniform Service	72.60
TOTAL					<u>776.10</u>
14279	03/03/2014	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(530.33)
6503448592Feb14	02/19/2014		650 344-8592 02/19/14-03/18/14	712A1AD · Verizon / AT&T	530.33
TOTAL					<u>530.33</u>
14280	03/03/2014	AT& T Long Distance	650-556-1384	1010a · Union Bank Clearing Account	(254.98)
6505561384Feb14	02/13/2014		Barron Ave 02/13/14-03/12/14	712A1AD · Verizon / AT&T	254.98
TOTAL					<u>254.98</u>
14281	03/03/2014	Bay Alarm	A/C #2555126	1010a · Union Bank Clearing Account	(257.04)
2555126140215M	02/15/2014		Burglar Alarm Monitoring Fee 03/01/14-06/01/14 Barron Ave	856G2AD · Security & Fire Alarm	257.04
TOTAL					<u>257.04</u>
14282	03/03/2014	BIOQUIP PRODUCTS INC		1010a · Union Bank Clearing Account	(4,103.87)

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

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
56884	02/14/2014		Sentinel Mosquito Traps (8)	966L1AD · Public Health Emergency	1,833.71
			Aedes aegypti Book	199F1AD · Technical Books	102.13
56937	02/18/2014		EVS CO2 Mosquito Traps (3)	7311 · Equipment	297.02
			EVS CO2 Mosquito Traps (17)	7311 · Equipment	1,871.01
TOTAL					<u>4,103.87</u>
<b>14283</b>	<b>03/03/2014</b>	<b>Blue Shield</b>	<b>H8V549</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(22,334.00)</b>
4313153Mar14	02/10/2014		Health Insurance Mar '14	412A1AD · Employee Health Plan	22,334.00
TOTAL					<u>22,334.00</u>
<b>14284</b>	<b>03/03/2014</b>	<b>Bubba's Fire Extinguisher Co. -D. Pereira</b>	<b>Inv #00118</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,130.73)</b>
00118	02/24/2014		Parts & Services for all Fire Extinguishers	856I1AD · Fire Extinguisher Service	1,130.73
TOTAL					<u>1,130.73</u>
<b>14285</b>	<b>03/03/2014</b>	<b>Cardno ENTRIX</b>	<b>Client #33441001.00</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(93.55)</b>
97505-7	02/10/2014		SMCMVCD PEIR Consulting Services Thru 12/27/13	966F4AD · CEQA / PEIR	93.55
TOTAL					<u>93.55</u>
<b>14286</b>	<b>03/03/2014</b>	<b>City of Burlingame-Water</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(722.01)</b>
53-310176Feb14	02/25/2014		Fireline Water Bill 12/18/13-02/24/14	635A1AD · Water / Sewer 1351 Rollins Rd	12.73
53-133346Feb14	02/25/2014		Water Bill 12/18/13-02/24/14	635A1AD · Water / Sewer 1351 Rollins Rd	482.33
53-310184Feb14	02/25/2014		Water Bill 12/18/13-02/24/14	635A1AD · Water / Sewer 1351 Rollins Rd	226.95
TOTAL					<u>722.01</u>
<b>14287</b>	<b>03/03/2014</b>	<b>Comcast</b>	<b>8155-20-037-0079826</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(100.75)</b>
8155200370079826Mi	02/15/2014		High-Speed Internet 02/20/14-03/19/14 Barron Ave	856J2AD · Comcast Internet / GotoMyPC	100.75
TOTAL					<u>100.75</u>
<b>14288</b>	<b>03/03/2014</b>	<b>Compu-Data</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(970.69)</b>
60518	02/14/2014		Wireless configuration and website updates (5.5 hrs)	856G6AD · Network Maintenance	660.00
60526	02/24/2014		Install Adobe for Brian & Casey (2hrs)	856G6AD · Network Maintenance	240.00
			Adapter & battery for laptops	233F1AD · PC Equip / Software	70.69
TOTAL					<u>970.69</u>
<b>14289</b>	<b>03/03/2014</b>	<b>County of San Mateo-County Counsel</b>	<b>Inv #21914009</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(4,217.40)</b>
21914009	02/13/2014		Board Support (8.3). Rendered thru 01/31/14	856D1AD · Legal Services	1,643.40
			Fraud (13 Hrs)	856D1AD · Legal Services	2,574.00
TOTAL					<u>4,217.40</u>

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

<b>F-8</b>
------------

Num	Date	Name	Memo	Account	Original Amount
14290	03/03/2014	Destiny Phillips	Reimb Expense @ MVCAC Annual Conf in San Diego, CA	1010a · Union Bank Clearing Account	(96.31)
02212014MVCAC	02/21/2014		Reimb Expense @ MVCAC Annual Conf in San Diego, CA	721B1AD · MVCAC Annual Meeting	96.31
TOTAL					<u>96.31</u>
14291	03/03/2014	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(2,890.29)
02222014	02/22/2014		Employee Contribution PPE 02/22/14	4111AD · Life and Annuity Plan	2,390.29
			District Contribution PPE 02/22/14	4414 · Great-West Deferred Comp	500.00
TOTAL					<u>2,890.29</u>
14292	03/03/2014	Hector Cardenas	Reimb exp @ MVCAC Conf in San Diego, CA	1010a · Union Bank Clearing Account	(689.40)
HC022114	02/21/2014		Reimb exp @ MVCAC Conf in San Diego, CA	721B1AD · MVCAC Annual Meeting	689.40
TOTAL					<u>689.40</u>
14293	03/03/2014	ING Life Insurance & Annuity	VB2369	1010a · Union Bank Clearing Account	(200.00)
02222014	02/22/2014		Voluntary Deduction PPE 02/22/14	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
14294	03/03/2014	Lampire Biological Laboratories, Inc.		1010a · Union Bank Clearing Account	(545.25)
00279555	02/04/2014		Mouse blood for mosquito feed. P.O. 02706-1062	171C5LB · Lab Mosquito Blood Service	345.00
00279557	02/04/2014		Chicken blood for mosquito feed. P.O. 02706-1062	171C5LB · Lab Mosquito Blood Service	200.25
TOTAL					<u>545.25</u>
14295	03/03/2014	Leon Nickolas	VOID: AMCA Seattle reimbursement to be corrected	1010a · Union Bank Clearing Account	-
TOTAL					-
14296	03/03/2014	Life Technologies Corporation	Invoice #68260857	1010a · Union Bank Clearing Account	(603.86)
68260857	02/10/2014		TaqMan Probe MGBNFG (Borrelia) for PCR	171C6LB · Lab PCR Maint & Supplies	603.86
TOTAL					<u>603.86</u>
14297	03/03/2014	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(82.95)
3027931971-Feb14	02/20/2014		890 Barron Gas & Elec 01/17/13-02/18/14	631A2AD · Electric 890 Barron	82.95
TOTAL					<u>82.95</u>
14298	03/03/2014	Public Health Foundation Enterprises Inc	SMCMVCD; INV 227092	1010a · Union Bank Clearing Account	(1,890.00)
227092	02/28/2014		Chicken Sera Testing 210 Samples x \$9	966C1LB · Sentinel Chicken Flocks /Supply	1,890.00

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

<b>F-8</b>
------------

	Num	Date	Name	Memo	Account	Original Amount
TOTAL						1,890.00
	14299	03/03/2014	Redwood Trading Post	Cust #2511	1010a · Union Bank Clearing Account	(185.29)
	224098	02/12/2014		Work boots for H. Cardenas	121A6OP · Work boots	185.29
TOTAL						185.29
	14300	03/03/2014	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(24,254.01)
	02082014Re-tro	02/08/2014		Employee Contribution PP 12/1/13-2/8/14 Employer Contribution PP 12/1/13-2/8/14	4111AD · Life and Annuity Plan 4321 · County Retirement Plan	471.79 2,422.91
	02222014	02/22/2014		Employee Contribution PPE 02/22/14 Employer Contribution PPE 02/22/14	4111AD · Life and Annuity Plan 4321 · County Retirement Plan	4,002.01 17,357.30
TOTAL						24,254.01
	14301	03/03/2014	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(866.27)
	142979Feb14	02/18/2014		Long Term Disability Insurance Due 03/01/14	442AD · Standard Insurance Company	866.27
TOTAL						866.27
	14302	03/03/2014	Steve Hedlund	VOID: AMCA Seattle reimbursement to be corrected	1010a · Union Bank Clearing Account	-
TOTAL						-
	14303	03/03/2014	Valentina Cogoni	Reimb exp @ MVCAC Conf in San Diego, CA	1010a · Union Bank Clearing Account	(768.29)
	022114MVCAC	02/21/2014		Reimb exp @ MVCAC Conf in San Diego, CA	721B1AD · MVCAC Annual Meeting	768.29
TOTAL						768.29
	14304	03/03/2014	Veracom Ford	Cust No. 1011358	1010a · Union Bank Clearing Account	(1,600.00)
	FOCS45580	01/24/2014		2007 Ford Ranger Shocks & Springs Repair	428A3OP · Garage service repairs	1,600.00
TOTAL						1,600.00
	14305	03/03/2014	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(434.90)
	121733430001Mar14	02/20/2014		Vision Plan Mar 2014	4431 · Vision Insurance Plan	434.90
TOTAL						434.90
	14306	03/03/2014	Whitney Fusion Swag	Inv #40987	1010a · Union Bank Clearing Account	(1,208.34)
	40987	02/24/2014		Jackets & Shirts with District Logos	121A2AD · Field jackets / Polo Shirts	1,208.34
TOTAL						1,208.34
	14307	03/03/2014	Charles P. Hansen	Retiree Health Care Premium Subsidy-Mar '14	1010a · Union Bank Clearing Account	(445.18)

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

<b>F-8</b>
------------

Num	Date	Name	Memo	Account	Original Amount
CH03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					445.18
<b>14308</b>	<b>03/03/2014</b>	<b>Dennis J Jewell</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(619.83)</b>
02202014	02/20/2014		Retiree Prescription Drug Reimb 8/22/13-2/20/14	412A3AD · Retiree Prescrip Drug Reimburse	174.65
DJ03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					619.83
<b>14309</b>	<b>03/03/2014</b>	<b>James Bass</b>	<b>Retiree Health Care Premium Subsidy-Mar '14</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(445.18)</b>
JB03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					445.18
<b>14310</b>	<b>03/03/2014</b>	<b>James Counts</b>	<b>Retiree Health Care Premium Subsidy-Mar '14</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(705.14)</b>
JC03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	705.14
TOTAL					705.14
<b>14311</b>	<b>03/03/2014</b>	<b>Ray Ritts</b>	<b>Retiree Health Care Premium Subsidy-Mar '14</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(445.18)</b>
RR03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					445.18
<b>14312</b>	<b>03/03/2014</b>	<b>Stanley Kamiya</b>	<b>Retiree Health Care Premium Subsidy-Mar '14</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(547.61)</b>
SK03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	547.61
TOTAL					547.61
<b>14313</b>	<b>03/03/2014</b>	<b>Steven L Jensen</b>	<b>VOID: Lost by Payee (To be replaced)</b>	<b>1010a · Union Bank Clearing Account</b>	<b>-</b>
TOTAL					<b>-</b>
<b>14314</b>	<b>03/03/2014</b>	<b>Robert F. Schoeppner</b>	<b>Retiree Health Care Premium Subsidy-Mar '14</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(445.18)</b>
RS03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					445.18
<b>14315</b>	<b>03/03/2014</b>	<b>Leon Nickolas</b>	<b>Reimb expense @ AMCA in Seattle, Washington</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,069.75)</b>
AMCA2014	02/21/2014		Reimb expense @ AMCA in Seattle, Washington	721B2AD · AMCA Conference	1,069.75
TOTAL					1,069.75
<b>14316</b>	<b>03/03/2014</b>	<b>Robert Gay</b>	<b>MVCAC Conf @ San Diego, Less AMCA @ Seattle Meal Ovrgr</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(525.67)</b>

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

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
02242014	02/24/2014		Reimb Exp @ MVCAC Conf in San Diego	721B1AD · MVCAC Annual Meeting	543.20
02242014	02/24/2014		AMCA Conf in Seattle Meal Ovrgr	721B2AD · AMCA Conference	(17.53)
TOTAL					<u>525.67</u>
<b>14317</b>	<b>03/03/2014</b>	<b>Steve Hedlund</b>	<b>Reimb expense @ AMCA in Seattle, Washington</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,158.94)</b>
AMCA2014	02/21/2014		Reimb expense @ AMCA in Seattle, Washington	721B2AD · AMCA Conference	1,158.94
TOTAL					<u>1,158.94</u>
<b>14318</b>	<b>03/12/2014</b>	<b>76 Fleet - WEX Bank</b>	<b>A/C #0201-00-105401-4</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(121.24)</b>
35944281	02/26/2014		Fuel Purchases Feb '14	416A10P · Gasoline / Oil / Materials	121.24
TOTAL					<u>121.24</u>
<b>14319</b>	<b>03/12/2014</b>	<b>Adapco, Inc.</b>	<b>Cust #20200</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(2,091.37)</b>
96029	03/03/2014		Ramp WNV 100 Ct Bird Testing Kit	966B1LB · Research proj-Lyme, encephaliti	2,091.37
TOTAL					<u>2,091.37</u>
<b>14320</b>	<b>03/12/2014</b>	<b>Alhambra &amp; Sierra Springs</b>	<b>28355875054202</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(85.73)</b>
5054202-022614	02/26/2014		Drinking Water	199A3AD · Water Service	85.73
TOTAL					<u>85.73</u>
<b>14321</b>	<b>03/12/2014</b>	<b>Allied Administrators for Delta Dental</b>	<b>Group No. 7918-7257</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(2,700.02)</b>
7918-7257Apr14	03/01/2014		Dental Plan Apr '14	422A1AD · Employee Dental Insurance	2,700.02
TOTAL					<u>2,700.02</u>
<b>14322</b>	<b>03/12/2014</b>	<b>Andrea Sprockett</b>	<b>Public Health Outreach Internship-Feb '14</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(992.50)</b>
SMC-0114	03/03/2014		Public Health Outreach Internship-Feb '14	856Q1AD · District Interns	992.50
TOTAL					<u>992.50</u>
<b>14323</b>	<b>03/12/2014</b>	<b>Auto Tech Center</b>	<b>049061</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,008.98)</b>
049061	03/04/2014		Airboat repair work	428A80P · Boat Repairs	1,008.98
TOTAL					<u>1,008.98</u>
<b>14324</b>	<b>03/12/2014</b>	<b>AXCIENT</b>	<b>Inv-35684</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(129.00)</b>
INV-36547	03/01/2014		Automated Backup & Storage Services Mar '14	856J3AD · Axcient - Online Backup	129.00
TOTAL					<u>129.00</u>

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

<b>F-8</b>
------------

	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
	14325	03/12/2014	Bay Pointe Landscape	Landscape Maintenance Feb '14	1010a · Union Bank Clearing Account	(775.00)
	03032014	03/03/2014		Landscape Maintenance Feb '14	856G4AD · Pond / Landscape Service	775.00
TOTAL						<u>775.00</u>
	14326	03/12/2014	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(67.88)
	9059698613Feb14	02/26/2014		Water 01/28/14-02/25/14	635A3AD · CAL Water	67.88
TOTAL						<u>67.88</u>
	14327	03/12/2014	Canon Financial Services, Inc.		1010a · Union Bank Clearing Account	(1,041.73)
	13587511	03/02/2014		#9 of 10-Color Copier Buyout (03/01-03/31/2014)	856G1AD · Copiers & Postage Equip Rental	416.67
	13587510	03/02/2014		#9 of 10-Copiers & Fax Machine Buyout (03/01-03/31/2014)	856G1AD · Copiers & Postage Equip Rental	625.06
TOTAL						<u>1,041.73</u>
	14328	03/12/2014	Cardno ENTRIX	Client #33441001.00	1010a · Union Bank Clearing Account	(237.50)
	98177	02/21/2014		SMCMVCD PEIR Addt'l Work Consulting Services Thru 1/31/2014	966F4AD · CEQA / PEIR	237.50
TOTAL						<u>237.50</u>
	14329	03/12/2014	City of Redwood City		1010a · Union Bank Clearing Account	(148.30)
	B45939Feb14	02/26/2014		890 Barron Water Service 01/26/14-02/26/14	635A2AD · Water / Sewer 890 Barron Ave	84.30
	C33902Feb14	02/26/2014		890 Barron Fire Water Service 01/26/14-02/26/14	635A2AD · Water / Sewer 890 Barron Ave	64.00
TOTAL						<u>148.30</u>
	14330	03/12/2014	Clarke Mosquito Control Products, Inc.		1010a · Union Bank Clearing Account	(3,796.47)
	5059300	02/28/2014		Coco Bear 55 Gal (1 drm)	111A1OP · Altosid, BVA, Larvicides	971.19
	5059324	03/04/2014		Altosid Briquets (6cs)	111A1OP · Altosid, BVA, Larvicides	2,825.28
TOTAL						<u>3,796.47</u>
	14331	03/12/2014	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(220.70)
	8155200280283815M	03/03/2014		High-Speed Internet 03/08/14-04/07/14	856J2AD · Comcast Internet / GotoMyPC	220.70
TOTAL						<u>220.70</u>
	14332	03/12/2014	Compu-Data	Inv #60536	1010a · Union Bank Clearing Account	(120.00)
	60536	03/06/2014		Website update	856G6AD · Network Maintenance	120.00
TOTAL						<u>120.00</u>
	14333	03/12/2014	Custom Tops, Inc.		1010a · Union Bank Clearing Account	(1,778.70)



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

**F-8**

Num	Date	Name	Memo	Account	Original Amount
20140235	02/10/2014		Tool Box for Stephanie Nissan Frontier Truck	428A5OP · Misc Vehicle Maintenance	889.35
20140262	02/18/2014		Tool Box for Jim Nissan Frontier Truck	428A5OP · Misc Vehicle Maintenance	889.35
TOTAL					1,778.70
<b>14334</b>	<b>03/12/2014</b>	<b>De Lage Landen Public Finance</b>	<b>A/C #623364</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(603.86)</b>
40480982	02/24/2014		2 Blk and 1 Color Copiers Rental Period 03/10/14-04/09/14	856G1AD · Copiers & Postage Equip Rental	603.86
TOTAL					603.86
<b>14335</b>	<b>03/12/2014</b>	<b>Donna Rutherford</b>	<b>Reimb expense @ MVCAC Conference in San Diego</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,085.01)</b>
MVCAC02/2014	02/21/2014		Reimb expense @ MVCAC Conference in San Diego	721B1AD · MVCAC Annual Meeting	1,085.01
TOTAL					1,085.01
<b>14336</b>	<b>03/12/2014</b>	<b>FedEx</b>	<b>A/C #1484-0841-6</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(54.40)</b>
2-581-31744	03/07/2014		Send samplings to disease testing centers-UC Davis	966E1LB · Disease Surveillance	54.40
TOTAL					54.40
<b>14337</b>	<b>03/12/2014</b>	<b>Flyers Energy, LLC</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(2,192.90)</b>
CFS-0784263	02/15/2014		Gasoline 02/01/14-02/15/14	416A1OP · Gasoline / Oil / Materials	994.65
CFS-0791151	02/28/2014		Gasoline 02/16/14-02/28/14	416A1OP · Gasoline / Oil / Materials	1,198.25
TOTAL					2,192.90
<b>14338</b>	<b>03/12/2014</b>	<b>Gama Trophies and Gifts</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(40.87)</b>
47149	03/01/2014		Name Plate for 2 New Trustees	721A3AD · Board Meeting / Committee Exp	27.25
47164	03/06/2014		Name Plate for New Trustee-Kathryn Lion	721A3AD · Board Meeting / Committee Exp	13.62
TOTAL					40.87
<b>14339</b>	<b>03/12/2014</b>	<b>Grainger</b>	<b>809934680</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(38.08)</b>
7024330503	03/05/2014		Safety Signages	966D1OP · Safety Misc / Regulation Compl	23.40
			Shop maintenance supply	428B3OP · Equipment Repair / Parts	14.68
TOTAL					38.08
<b>14340</b>	<b>03/12/2014</b>	<b>JAMS, Inc.</b>	<b>Inv #0003113448-100; Ref #1100076658</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(4,275.00)</b>
0003113448-100	02/28/2014		Legal Services	856D1AD · Legal Services	4,275.00
TOTAL					4,275.00
<b>14341</b>	<b>03/12/2014</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>
7365-0000Apr14	03/01/2014		Health Insurance Apr '14	412A1AD · Employee Health Plan	3,844.00

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

**F-8**

	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						3,844.00
	<b>14342</b>	<b>03/12/2014</b>	<b>Kone Inc</b>	<b>Cust #191941</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,149.45)</b>
	221418285	03/01/2014		Elevator Maintenance 03/01/2014-05/31/2014	856G3AD · Elevator Maintence	1,149.45
TOTAL						1,149.45
	<b>14343</b>	<b>03/12/2014</b>	<b>Life Technologies Corporation</b>	<b>Invoice #68318976</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,129.80)</b>
	68318976	02/27/2014		Magmax Viral Kit and Wash Solution for PCR	171C6LB · Lab PCR Maint & Supplies	1,129.80
TOTAL						1,129.80
	<b>14344</b>	<b>03/12/2014</b>	<b>MVCAC</b>	<b>Inv 7112492</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,500.00)</b>
	7112492	03/04/2014		2013 Mosquito Pools Tested Overage (75)	966E1LB · Disease Surveillance	1,500.00
TOTAL						1,500.00
	<b>14345</b>	<b>03/12/2014</b>	<b>O'REILLY AUTO PARTS</b>	<b>Customer #1275593</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(514.69)</b>
	1275593Feb14	02/28/2014		Motor Oils	416A1OP · Gasoline / Oil / Materials	67.97
				Vehicle Maint Supply	428A5OP · Misc Vehicle Maintenance	30.50
				Motor Oils	416A1OP · Gasoline / Oil / Materials	416.22
TOTAL						514.69
	<b>14346</b>	<b>03/12/2014</b>	<b>Office Depot</b>	<b>A/C #36568593</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(344.50)</b>
	4226300	02/28/2014		Office Supplies	199A2AD · Office Supplies	187.36
				Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	157.14
TOTAL						344.50
	<b>14347</b>	<b>03/12/2014</b>	<b>Orchard Supply Hardware</b>	<b>5780-9700-1033-7102</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(339.33)</b>
	5780970010337102Feb	02/21/2014		Field supplies	233D1OP · Field Equipment	47.28
				Hose stand	233A1OP · Shop / Maintenance tools	108.99
				Fuel premixed	428B3OP · Equipment Repair / Parts	34.84
				Racks and mounting hardwares for truck storage	428A5OP · Misc Vehicle Maintenance	71.11
				Supply for AGO Trap assembly	966L1AD · Public Health Emergency	34.85
				Supply for CO2 Trap batteries	966E1LB · Disease Surveillance	42.26
TOTAL						339.33
	<b>14348</b>	<b>03/12/2014</b>	<b>Pacific Gas &amp; Electric-558</b>	<b>5584709654-6</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(1,855.42)</b>
	5584709654-6Feb14	02/28/2014		Elec & Gas 01/29/14-02/27/14	631A1AD · Electric 1351 Rollins Rd	1,855.42
TOTAL						1,855.42

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

<b>F-8</b>
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Num	Date	Name	Memo	Account	Original Amount
14349	03/12/2014	Pitney Bowes Inc	0076-7976-00-4	1010a · Union Bank Clearing Account	(130.80)
787650	03/03/2014		Postage Machine Rental 04/01/14-06/30/14	856G1AD · Copiers & Postage Equip Rental	130.80
TOTAL					<u>130.80</u>
14350	03/12/2014	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
12977682	03/01/2014		Garbage Service Feb '14	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					<u>301.05</u>
14351	03/12/2014	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C814678-541	02/26/2014		Copier Maintenance Contract Base Billing 02/28/14-03/30/14	856G1AD · Copiers & Postage Equip Rental	138.65
TOTAL					<u>138.65</u>
14352	03/12/2014	Stericycle, Inc.	Cust #6122581	1010a · Union Bank Clearing Account	(95.05)
3002568090	02/28/2014		Bio-hazard pickup	171C4LB · Lab Bio Waste Disposal	95.05
TOTAL					<u>95.05</u>
14353	03/12/2014	Target Specialty Products	Cust #01/0000067732	1010a · Union Bank Clearing Account	(343.00)
1643132	03/05/2014		Bed Bug Symposium Registration Fee (7)	721C4AD · Staff Training	343.00
TOTAL					<u>343.00</u>
14354	03/12/2014	Tenergy	Inv #939170	1010a · Union Bank Clearing Account	(572.31)
939170	01/27/2014		Batteries for new EVS Traps	966E1LB · Disease Surveillance	572.31
TOTAL					<u>572.31</u>
14355	03/12/2014	Townsend & Styer Maintenance Co., LLC	Inv #3-14-214	1010a · Union Bank Clearing Account	(725.00)
3-14-214	03/01/2014		Janitorial Service Mar 2014	856J1AD · Janitorial Service	725.00
TOTAL					<u>725.00</u>
14356	03/12/2014	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(5,055.17)
	02/22/2014		District credit card payment	US Bank Credit Card	5,055.17
TOTAL					<u>5,055.17</u>
14357	03/12/2014	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(814.67)
9720806293	02/26/2014		Monthly Access Charges 02/27/14-03/26/14	712A1AD · Verizon / AT&T	814.67
TOTAL					<u>814.67</u>

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

**F-8**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
<b>14358</b>	<b>03/12/2014</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>
03082014	03/08/2014		Employee Contribution PPE 03/08/14	4111AD · Life and Annuity Plan	2,390.29
			District Contribution PPE 03/08/14	4414 · Great-West Deferred Comp	500.00
TOTAL					<u>2,890.29</u>
<b>14359</b>	<b>03/12/2014</b>	<b>ING Life Insurance &amp; Annuity</b>	<b>VB2369</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(200.00)</b>
03082014	03/08/2014		Voluntary Deduction PPE 03/08/14	4111AD · Life and Annuity Plan	200.00
TOTAL					<u>200.00</u>
<b>14360</b>	<b>03/12/2014</b>	<b>SM Co. Emp Retirement Assoc</b>	<b>SM M.A.D.</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(21,359.32)</b>
03082014	03/08/2014		Employee Contribution PPE 03/08/14	4111AD · Life and Annuity Plan	4,002.01
			Employer Contribution PPE 03/08/14	4321 · County Retirement Plan	17,357.31
TOTAL					<u>21,359.32</u>
<b>14361</b>	<b>03/25/2014</b>	<b>Costco American Express</b>	<b>Account Ending 3-81007</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(281.92)</b>
3-81007Mar14	03/18/2014		Office Supply	199A2AD · Office Supplies	91.44
			Janitorial Cleaning/Paper Supply	156A1AD · Cleaning sup soaps paper towel	49.02
			Flashlights for Ops	233D1OP · Field Equipment	98.08
			Database presentation meeting	721D1AD · Misc Meeting Expenses	43.38
TOTAL					<u>281.92</u>
<b>14362</b>	<b>03/25/2014</b>	<b>Cardno ENTRIX</b>	<b>Invoice #96327</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(4,394.00)</b>
96327	12/27/2013		SMCMVCD Programmatic EIR Add'nl Work Thru 11/29/13	966F4AD · CEQA / PEIR	4,394.00
TOTAL					<u>4,394.00</u>
<b>14363</b>	<b>03/25/2014</b>	<b>Festival Productions</b>	<b>San Mateo County Mosquito &amp; VCD (2014 Festivals)</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(485.00)</b>
San Mateo Cty MVCD	03/25/2014		2014 Foster City Arts & Wine Festival	199D1AD · Educ Materials / Fairs	280.00
			2014 Pacifica Coast Fog Festival	199D1AD · Educ Materials / Fairs	180.00
			2014 Application Processing Fee	199D1AD · Educ Materials / Fairs	25.00
TOTAL					<u>485.00</u>
<b>14364</b>	<b>03/25/2014</b>	<b>San Carlos Hometown Days</b>	<b>San Mateo County Mosquito &amp; Vector Control (5/18/13-5/19/13)</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(150.00)</b>
San Mateo Cty MVCD	03/25/2014		Participation in Community Resource Booth Area	199D1AD · Educ Materials / Fairs	150.00
TOTAL					<u>150.00</u>
<b>14365</b>	<b>03/25/2014</b>	<b>Airgas Dry Ice</b>	<b>QAC40</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(263.33)</b>
124754908	03/07/2014		Dry Ice Pellets	233E2LB · Dry Ice	119.69

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

**F-8**

Num	Date	Name	Memo	Account	Original Amount
124770924	03/14/2014		Dry Ice Pellets	233E2LB · Dry Ice	71.82
124781261	03/19/2014		Dry Ice Pellets	233E2LB · Dry Ice	71.82
TOTAL					263.33
<b>14366</b>	<b>03/25/2014</b>	<b>AT&amp; T Long Distance</b>	<b>650-556-1384</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(172.30)</b>
6505561384Mar14	03/13/2014		Barron Ave 03/13/14-04/12/14	712A1AD · Verizon / AT&T	172.30
TOTAL					172.30
<b>14367</b>	<b>03/25/2014</b>	<b>Bay Alarm</b>	<b>A/C #2555226</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(413.31)</b>
2555226140315M	03/15/2014		Fire Alarm Monitoring Fee 04/01/14-07/01/14 (890 Barron Ave)	856G2AD · Security & Fire Alarm	413.31
TOTAL					413.31
<b>14368</b>	<b>03/25/2014</b>	<b>BIOQUIP PRODUCTS INC</b>	<b>Customer #940324</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(553.77)</b>
57378	02/27/2014		Larval trays for Aedes aegypti Forceps for tick collection	966L1AD · Public Health Emergency 966B1LB · Research proj-Lyme, encephaliti	471.64 82.13
TOTAL					553.77
<b>14369</b>	<b>03/25/2014</b>	<b>Blue Shield</b>	<b>H8V549</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(22,334.00)</b>
4313153Apr14	03/12/2014		Health Insurance Apr '14	412A1AD · Employee Health Plan	22,334.00
TOTAL					22,334.00
<b>14370</b>	<b>03/25/2014</b>	<b>Cardno ENTRIX</b>	<b>Client #33441001.00</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(163.68)</b>
98174-7	02/21/2014		SMCMVCD PEIR Consulting Services Thru 01/31/2014	966F4AD · CEQA / PEIR	163.68
TOTAL					163.68
<b>14371</b>	<b>03/25/2014</b>	<b>Clarke Mosquito Control Products, Inc.</b>		<b>1010a · Union Bank Clearing Account</b>	<b>(4,463.00)</b>
5059467	03/19/2014		Natural T30 Tablets (6 cs)	111A1OP · Altosid, BVA, Larvicides	3,528.98
5059466	03/20/2014		Natural XRT Tablets (1cs)	111A1OP · Altosid, BVA, Larvicides	934.02
TOTAL					4,463.00
<b>14372</b>	<b>03/25/2014</b>	<b>Comcast</b>	<b>8155-20-037-0079826</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(100.75)</b>
8155200370079826A	03/15/2014		High-Speed Internet 03/20/14-04/19/14 Barron Ave	856J2AD · Comcast Internet / GotoMyPC	100.75
TOTAL					100.75
<b>14373</b>	<b>03/25/2014</b>	<b>Compu-Data</b>	<b>Inv #60476</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(240.00)</b>
60476	01/11/2014		Website update (Min, Agenda & District Report)	856G6AD · Network Maintenance	240.00
TOTAL					240.00

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

<b>F-8</b>
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Num	Date	Name	Memo	Account	Original Amount
14374	03/25/2014	DMV Renewal	Lic #29U65V	1010a · Union Bank Clearing Account	(52.00)
	29U65V 2010ARGO		2010 Argo Registration Fee	966D1OP · Safety Misc / Regulation Compl	52.00
TOTAL					<u>52.00</u>
14375	03/25/2014	Flyers Energy, LLC	A/C #700895	1010a · Union Bank Clearing Account	(1,353.35)
	CFS-0797614		Gasoline 03/01/14-03/15/14	416A1OP · Gasoline / Oil / Materials	1,353.35
TOTAL					<u>1,353.35</u>
14376	03/25/2014	James Barry	Inv #621860	1010a · Union Bank Clearing Account	(120.00)
	621860		Monthly maintenance of koi pond	856G4AD · Pond / Landscape Service	120.00
TOTAL					<u>120.00</u>
14377	03/25/2014	Lampire Biological Laboratories, Inc.	Inv #00281133	1010a · Union Bank Clearing Account	(196.50)
	00281133		Chicken blood for mosquito feed. P.O. 02706-1062	171C5LB · Lab Mosquito Blood Service	196.50
TOTAL					<u>196.50</u>
14378	03/25/2014	Life Technologies Corporation	Invoice #68379606	1010a · Union Bank Clearing Account	(1,216.44)
	68379606		Borrelia Probes for Lab PCR	171C6LB · Lab PCR Maint & Supplies	1,216.44
TOTAL					<u>1,216.44</u>
14379	03/25/2014	Meredith, Weinstein & Numbers, LLP	Inv #19937	1010a · Union Bank Clearing Account	(522.50)
	19937		Professional services rendered thru 02/28/14	856D1AD · Legal Services	522.50
TOTAL					<u>522.50</u>
14380	03/25/2014	Purchase Power	8000-9000-0074-1201	1010a · Union Bank Clearing Account	(692.04)
	17662438Feb14		Postage Meter Refill & Transaction Fee.	199A1AD · Postage / Overnight	320.99
	17662438Mar14		Postage Meter Refill & Transaction Fee.	199A1AD · Postage / Overnight	371.05
TOTAL					<u>692.04</u>
14381	03/25/2014	Redwood Trading Post		1010a · Union Bank Clearing Account	(239.77)
	97915		Waders Hip for H. Cardenas	121A5OP · Rubber Boots	54.48
	97916		Work boots for R. Chow	121A6OP · Work boots	185.29
TOTAL					<u>239.77</u>
14382	03/25/2014	Robert Gay	Replenish & Increase Petty Cash Acct.	1010a · Union Bank Clearing Account	(378.44)

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

<b>F-8</b>
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Num	Date	Name	Memo	Account	Original Amount
PettyCash031914	03/19/2014		Replenish Petty Cash (See Petty Cash Recon Detail Report)	1020 · Cash - Petty Cash	178.44
			Increase Petty Cash from \$200 to \$400	1020 · Cash - Petty Cash	200.00
TOTAL					378.44
<b>14383</b>	<b>03/25/2014</b>	<b>Standard Insurance Company</b>	<b>142979</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(866.27)</b>
142979Mar14	03/19/2014		Long Term Disability Insurance Due 04/01/14	442AD · Standard Insurance Company	866.27
TOTAL					866.27
<b>14384</b>	<b>03/25/2014</b>	<b>Steven L Jensen</b>	<b>Retiree Health Care Subsidy-Mar '14 (Replace CK#14313-Lost)</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(333.87)</b>
SJ03012014	03/01/2014		Retiree Health Care Premium Subsidy-Mar '14	412A2AD · Retiree Health Reimbursement	333.87
TOTAL					333.87
<b>14385</b>	<b>03/25/2014</b>	<b>Vision Service Plan</b>	<b>12 173343 0001</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(434.90)</b>
121733430001Apr14	03/20/2014		Vision Plan Apr 2014	4431 · Vision Insurance Plan	434.90
TOTAL					434.90
<b>14386</b>	<b>03/25/2014</b>	<b>VRS-Catering Connecton</b>	<b>Customer ID: ZK0318</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(256.15)</b>
15323	03/13/2014		Food for monthly board meeting	721A3AD · Board Meeting / Committee Exp	256.15
TOTAL					256.15
<b>14387</b>	<b>03/25/2014</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>
03222014	03/22/2014		Employee Contribution PPE 03/22/14	4111AD · Life and Annuity Plan	2,390.29
			District Contribution PPE 03/22/14	4414 · Great-West Deferred Comp	500.00
TOTAL					2,890.29
<b>14388</b>	<b>03/25/2014</b>	<b>ING Life Insurance &amp; Annuity</b>	<b>VB2369</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(200.00)</b>
03222014	03/22/2014		Voluntary Deduction PPE 03/22/14	4111AD · Life and Annuity Plan	200.00
TOTAL					200.00
<b>14389</b>	<b>03/25/2014</b>	<b>SM Co. Emp Retirement Assoc</b>	<b>SM M.A.D.</b>	<b>1010a · Union Bank Clearing Account</b>	<b>(21,579.06)</b>
03222014	03/22/2014		Employee Contribution PPE 03/22/14	4111AD · Life and Annuity Plan	4,037.82
			Employer Contribution PPE 03/22/14	4321 · County Retirement Plan	17,541.24
TOTAL					21,579.06
<b>CHECK TOTAL</b>					<b>211,490.85</b>

**NOTE:**

Prior month's check numbers were 14227 to 14274. This month's checks are numbers 14275 to 14389.

**San Mateo County MVCD - Capital Project Fund**  
**Check Detail**  
**March 2014**

<b>F-9</b>
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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
03/12/2014	1627	Alternative HVAC Solutions Inc	Cust # 0010945	1010a · Union Bank Cleared Account	(6,945.00)
03/05/2014	6598		Provide & install an air conditioning unit at Redwood City Facility	428A9AD · Misc Bldg Repairs	6,945.00
TOTAL					6,945.00
03/12/2014	1628	Enterprise FM Trust		1010a · Union Bank Cleared Account	(748.68)
02/28/2014	WA5F24-0214-MR		Partial month lease charges 2/11-2/28/14	311B4OP · Vehicles (Leased)	174.81
03/31/2014	WA5F25-0314-MR		Monthly lease charges 3/1-3/31/14	311B4OP · Vehicles (Leased)	293.19
			CA Tire Fee	311B4OP · Vehicles (Leased)	8.75
03/31/2014	WA5F24-0314-MR		Monthly lease charges 3/1-3/31/14	311B4OP · Vehicles (Leased)	271.93
TOTAL					748.68
03/12/2014	1629	Foley Electric, Inc.	Inv #16242	1010a · Union Bank Cleared Account	(675.00)
03/06/2014	16242		Electrical work for the PCR room	428A9AD · Misc Bldg Repairs	675.00
TOTAL					675.00
03/25/2014	1630	Compu-Data	Inv #60277	1010a · Union Bank Cleared Account	(4,027.55)
03/17/2014	60555		Two (2) Lenovo Thinkpad T440P Laptops for Techs	311A4AD · Replacement Technician Laptops	4,027.55
TOTAL					4,027.55
03/25/2014	1631	Foley Electric, Inc.	Inv #16292	1010a · Union Bank Cleared Account	(914.00)
03/21/2014	16292		Electrical work for the PCR room	428A9AD · Misc Bldg Repairs	914.00
TOTAL					914.00
<b>CHECK TOTAL</b>					<b>13,310.23</b>

**NOTE:**

Prior month's check number was 1626. This month's checks are numbers 1627 to 1631.



4:52 PM

04/04/2014

Accrual Basis

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

<b>F-10 Mar</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	02/27/2014	244939	Misc- AP	Quality Equipment-Spray parts for backpacks	428B1OP · Hand Sprayers / Parts	344.41
Credit Card Charge	03/03/2014	241640	Safeway Store	Sodas for Committee/Board meetings	721A3AD · Board Meeting / Committee Exp	18.57
Credit Card Charge	03/03/2014	248016	Zorbas Pizza	Food for Finance Committee Meeting	721A3AD · Board Meeting / Committee Exp	47.45
Credit Card Charge	03/05/2014	241640	Target	Backpacks for aegypti inspections	966L1AD · Public Health Emergency	289.44
Credit Card Charge	03/05/2014	244921	Sprayer Depot	Replacement hoses for Catch Basin jeeps	428A5OP · Misc Vehicle Maintenance	387.59
Credit Card Charge	03/07/2014	247893	West marine	Parts for boat trailer	428A7OP · Trailer Repairs	165.93
Credit Card Charge	03/10/2014	246921	Amazon.com	Fish bags for mosquito fishes (1,000)	966A1OP · Mosq fish pond mtnce supplies	45.05
Credit Card Charge	03/15/2014	246921	Amazon.com	Stapler for booklet brochures	199A2AD · Office Supplies	44.54
Credit Card Charge	03/17/2014	246104	The Home Depot	Materials for EPA Chicken Coop #3	966C1LB · Sentinel Chicken Flocks /Supply	97.20
Credit Card Charge	03/17/2014	246104	The Home Depot	Vinyl Baseboard for Lab PCR Room	472C1AD · Misc Facility Maint / Repairs	62.17
Credit Card Charge	03/18/2014	242692	Misc- AP	North Sculpture Co-Display boards for fairs/events	199D1AD · Educ Materials / Fairs	667.00
Credit Card Charge	03/19/2014	242465	Orchard Supply Hardware	Paint for Lab PCR Room	472A1OP · Paints / Brushes / Solvents	57.42
Credit Card Charge	03/19/2014	242753	Misc- AP	Tap Plastics-Plastic holders for literatures used for fairs/events	199D1AD · Educ Materials / Fairs	98.29
Credit Card Credit	03/20/2014	746921	Amazon.com	Credit for return of fish bags for mosquito fishes (1,000)	966A1OP · Mosq fish pond mtnce supplies	(45.05)
Credit Card Charge	03/20/2014	241640	USPS	Shipping for return of wrong fish bags pruchased from Amazon	199A1AD · Postage / Overnight	12.57
Total Devina S Walker						<b>2,292.58</b>
<b>Robert Gay</b>						
Credit Card Charge	02/24/2014	244939	Misc- AP	Nissan of Burlingame-Frontier Dividers for pesticides (2)	428A5OP · Misc Vehicle Maintenance	527.56
Credit Card Charge	02/28/2014	244939	Misc- AP	Nissan of Burlingame-All weather floor mats (2)	428A5OP · Misc Vehicle Maintenance	250.70
Credit Card Charge	02/28/2014	249064	Hsw*hostway.com	Hosting Business-Standard 01/28/14-02/27/14	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	03/01/2014	246921	Google Inc.	1Yr Subscriptn to Google Maps Pro for Ops	233F1AD · PC Equip / Software	399.00
Credit Card Charge	03/04/2014	246921	Intuit	Secure sheet checks re-order (1,000)	199B2AD · Checks	596.22
Credit Card Charge	03/04/2014	2546921	Intuit	Envelopes for checks (500)	199B2AD · Checks	109.53
Credit Card Charge	03/09/2014	244309	Microsoft	Windows Intune 03/01/2014-03/31/2014	856J4AD · Microsoft Intune & Email Servc	264.00
Credit Card Charge	03/10/2014	244921	Paypal	Pest Control Technology-Webinar "PCT Advanced Rodent Control"	721B8AD · Misc Conferences	99.00
Credit Card Charge	03/11/2014	247554	Misc- AP	Board of Equalization-Sales & Use Tax-Lab Hemotek System	7311 · Equipment	255.47
Credit Card Charge	03/12/2014	242476	Misc- AP	Sunshine Bait Tanks-50gal Tank for Mosquito fish transportation	7311 · Equipment	800.00
Credit Card Charge	03/14/2014	246921	Misc- AP	LED Lighting-Amber lights for catch basin trucks	7311 · Equipment	2,045.07
Credit Card Charge	03/16/2014	244309	Microsoft	Exchange Online Standard Service 03/2014	856J4AD · Microsoft Intune & Email Servc	96.00
Credit Card Charge	03/20/2014	244921	Misc- AP	AB Supply-Door jab silencer plugs	472A2OP · Lumber / Shelving / Glass	36.23
Total Robert Gay						<b>5,500.73</b>
<b>Total US Bank Credit Card</b>						<b>7,793.31</b>



F-10  
Mar

P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 03-24-2014  
AMOUNT DUE \$7,793.31  
NEW BALANCE \$7,793.31  
PAYMENT DUE ON RECEIPT

000002510 1 MB 0.435 106481512584308 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] 000779331 000779331

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance	
Company Total	\$5,055.17	\$7,838.36	\$0.00	\$0.00	\$0.00	\$45.05	\$5,055.17	\$7,793.31	

CORPORATE ACCOUNT ACTIVITY				
SMCMAD				TOTAL CORPORATE ACTIVITY
				\$5,055.17 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-18	03-18	74798264077000000001793	PAYMENT - THANK YOU 00000 C	5,055.17 PY

NEW ACTIVITY					
DEVINA S WALKER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$45.05	\$2,337.63	\$0.00	\$2,292.58
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-28	02-27	24493984058286099800026	QUALITY EQUIPMENT & SPRA PHOENIX AZ	344.41	
03-05	03-03	24164074063221014770765	SAFEWAY STORE 00015479 BURLINGAME CA	18.57	
03-06	03-05	24164074064091007322737	TARGET 00011221 SAN MATEO CA	289.44	
03-06	03-05	24492154065849378132981	SPRAYER DEPOT 800-228-0905 FL	387.59	
03-06	03-03	24801634064286000000047	ZORBAS PIZZA 650-875-1616 CA	47.45	
03-10	03-07	24789304068452100001895	WEST MARINE #005 SAN FRANCISCO CA	165.93	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]		PREVIOUS BALANCE
	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	7,838.36
	03/24/14	.00	CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	45.05
			PAYMENTS	5,055.17
			ACCOUNT BALANCE	7,793.31

SEND BILLING INQUIRIES TO:  
U.S. Bank National Association  
C/O U.S. Bancorp Purchasing Card Program  
P.O. Box 6335  
Fargo, ND 58125-6335

AMOUNT DUE  
7,793.31



Company Name: SMC MAD
Corporate Account Number: [REDACTED]
Statement Date: 03-24-2014

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-11	03-10	24692164069000703296587	AMAZON.COM AMZN.COM/BILL WA	45.05	
03-17	03-15	24692164074000470610658	AMAZON.COM AMZN.COM/BILL WA	44.54	
03-19	03-18	24269284077980004671035	NORTH SCULPTURE COMPANY 718-383-1909 NY	667.00	
03-19	03-17	24610434077010175514439	THE HOME DEPOT 632 SAN MATEO CA	97.20	
03-19	03-17	24610434077010175514447	THE HOME DEPOT 632 SAN MATEO CA	62.17	
03-20	03-19	24246514079401010569317	ORCHARD SUPPLY #210 MILLBRAE CA	57.42	
03-21	03-20	74692164079000797528468	AMAZON.COM AMZN.COM/BILL WA	45.05	CR
03-21	03-20	24164074079418222335918	USPS.COM CLICK66100611 800-3447779 DC	12.57	
03-21	03-19	24275394079378300111953	TAP PLASTICS, INC. 800-2465055 CA	98.29	
<b>ROBERT GAY</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$0.00	\$5,500.73	\$0.00	\$5,500.73
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-25	02-24	24493984056286456200069	NISSAN OF BURLINGAME BURLINGAME CA	527.56	
03-03	02-28	24493984060286456600031	NISSAN OF BURLINGAME BURLINGAME CA	250.70	
03-03	03-01	24692164060000800095022	GOOGLE *GOOGLE INC GOOGLE.COM/CH CA	399.00	
03-03	02-28	24906414059006247246049	HSW*HOSTWAY.COM 866-4678929 IL	21.95	
03-05	03-04	24692164063000229813507	INTUIT *CHECKS / FORMS 800-446-8848 CA	596.22	
03-06	03-05	24692164064000625550421	INTUIT *CHECKS / FORMS 800-446-8848 CA	109.53	
03-10	03-09	24430994069400810056899	MSFT *ONLINE BILL.MS.NET WA	264.00	
03-11	03-10	24492154070849883013224	PAYPAL *GIEMEDIAINC 402-935-7733 CA	99.00	
03-13	03-11	24755424071640711744660	OPC BOE SALES AND USE TAX 800-4874567 AL	5.74	
03-13	03-11	24755424071640711748430	BOE SALES AND USE TAX 800-4874567 CA	249.73	
03-14	03-12	24247604072100511841325	BAIT TANKS BY SUNSHINE LL 580-920-2085 OK	800.00	
03-17	03-16	24430994076400816030147	MSFT *C100064UBC BILL.MS.NET WA	96.00	
03-17	03-14	24692164073000005816078	LED LIGHTING 516-672-2277 NY	2,045.07	
03-21	03-20	24492154079849850360765	ABSUPPLYNET 773-809-3667 IL	36.23	

Department: 00000 Total: \$7,793.31  
 Division: 00000 Total: \$7,793.31

Agenda Item # 9.

**MANAGER'S REPORT**

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

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**Legislative Update**

- **Mosquito Control and West Nile Virus Awareness Week.**
  - Assemblywoman Susan Eggman authored the bill for our awareness week, April 20-26, 2014.
  - All of your cities and county were notified of the awareness week and were provided an example proclamation.
  - Next year we will notify the cities and county once the MVCAC Legislative Committee has selected the date for the awareness week. We will make sure the cities and county have at least 6-8 weeks prior notice.

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

- MVCAC Spring meeting was held in Santa Rosa on May 1-2<sup>nd</sup>. Finance Director Rodriguez, Laboratory Director Zahiri, and Manager Gay attended the meeting.
  - The main topics of discussion centered on the budget, regulatory issues, meeting locations and legislative bills, WNV dead bird hotline, and public outreach.

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

- Received the preliminary budget for FY 14-15.
- Our District costs:
  - Pooled Workers Compensation - \$71,358 (this is a reduction (\$60) from last year)
  - Pooled Liability - \$40,619 (this is a reduction (\$8,617) from last year)
  - Pooled Auto Physical Damage - \$0.00
  - Group Property Premium - \$4,509
  - General Fund – 8,569
  - Total 2014-15 Deposit Premium is \$125,055. This is a drop of 8.55% from last year's \$136,746.
    - Noted: We were only 1 of 8 Districts that saw a reduction in the Pooled Workers Compensation Program. Our member experience modifier dropped 8.99%.

- Noted: Our District Pooled Liability Program premium dropped 17.50% mostly due to a change in the confidence level from 88% to 80%. We are still carrying an accident from 4 years ago that keeps our member experience modifier at 1.25. Once this accident rolls past the 5 year mark our modifier will drop.
- Noted: Our Pooled Auto Physical Damage Program base number of vehicle is 28. With the addition of two new pickups our actual vehicle number (26) is still under our base number. Adding a new vehicle above the base number is a one-time expense of \$618 and then the districts vehicle base number increases to the new level.
- Noted: Our Group Property Program premium dropped by 45%. This drop was due to last year we saw an increase due to replenishing the fund balance by \$100,000.
- We received notification that our JPA Administrative Firm, Bickmore Risk Services was acquired by York Risk Services Group but there will be no immediate changes to our service providers.

#### **American Mosquito Control Association (AMCA)**

- **2014 AMCA Washington DC Day.**
  - The AMCA Washington DC Day was May 5-7, 2014.
  - Dr. Scott Smith with Assistant Manager Weber will provide a report.

#### **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.
  - Trustees attending: Brutschy, Leschyn, Lion, and Cairo.

## District Program Updates

- **West Nile Virus (WNV) 2014**
  - The West Nile virus (WNV) positive dead bird program is starting quickly with WNV activity now in Contra Costa. Debra Bass, Public Affairs Manager Contra Costa MVCD has issued their first news release for the positive dead bird found in the City of Alamo.
  - To date thirteen birds have tested positive in five counties. This time last year, two WNV dead positive birds in two counties.
  - *In April, our lab has tested 11 birds with our RT-PCR and all were negative.*
  - One WNV positive mosquito pools from San Bernardino County were reported this week. This makes five positive mosquito pools for San Bernardino County this year. At this time last year no positive mosquito pools were reported.
  - No seroconversion for sentinel chickens has occurred yet but most sentinel flocks were just started within the last few weeks.
  
- **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.
  - Surveillance programs have uncovered fifteen (15) residential properties with Yellow Fever mosquitos.
  - We had two weeks of no captures following door-to door surveillance and larval/adult trapping. But the surveillance teams uncovered two residents with the invasive mosquitoes.
  - We have hired two new summer hires for the *Aedes aegypti* surveillance teams. If we can find two more summer hires for this position they will be brought on in May - June.
  
- **Mosquito Collection with CO2 Traps**
  - The weather in April and light rains are increasing our urban house mosquitoes throughout the county.
    - CO2 trapping in early April we found higher mosquito counts in San Mateo, and Redwood Shores.
    - CO2 trapping in mid-April uncovered important urban mosquito populations in Burlingame, Hillsborough, San Mateo, Redwood Shores, Portola Valley, East Palo Alto, Menlo Park, Atherton, and Princeton.
    - CO2 trapping in late-April found high counts in South San Francisco, San Mateo, Redwood Shores, Portola Valley, and Menlo Park.

- Mosquitoes collected include:
    - *Ae. sierrensis* (western tree-hole mosquito)
    - *An. punctipennis* (malaria mosquito)
    - *Ae washinoi* (*Fresh Water mosquito*)
    - *Cx tarsalis* (*western encephalitis mosquito*)
    - *Cx pipiens* (*northern house mosquito*)
    - *Cs incidens* (*cool weather mosquito*)
  - Remaining cities mosquito trap counts were very low.
- **Sentinel Chicken Flocks**
    - The District picked up our three sentinel chicken flocks on April 24<sup>st</sup> at the Haley Farms in the San Joaquin Valley.
      - Our three flocks are now established in Hillsborough, Searsville Lake, and East Palo Alto (new site)
- **Website Upgrade**
    - We are starting the process for developing a request for proposal to be issued in July.
- **National Pollutant Discharge Elimination System (NPDES) Permit**
    - The MVCAC NPDES Coalition has to decide if they want to continue with water quality analysis from our vector control applications to help bolster the information already collected and help to show that our impacts are minimal as related to water quality.
    - There are many districts who want their unused funding returned and to stop any further testing.
    - The districts in our Coastal Region are concerned with the current lack of data and want to continue with further testing.
    - The advantages to further analysis include we would be in a better position to defend our programs and the studies would verify that we have little or no impact on non-targets.
- **Programmatic Environmental Impact Report**
    - We are requesting our final draft for review in mid-June.
    - Northern Salinas Valley MAD has theirs completed and submitted to the State Clearing House and agencies for review. Solano MAD and Santa Clara VCD are scheduled for completion in early May. Remaining Districts include Napa MAD, Contra Costa MVCD, Marin-Sonoma MVCD, Alameda MAD, Alameda VCD, and San Mateo MVCD.

- **Environmental Protection Agency (EPA) Issues Proposed Rule Interpreting Jurisdictional Reach of Clean Water Act**
  - We just received a legal alert on a change to the Clean Water Act Rule.
  - The EPA and Army Corps of Engineers (Corps) formally issued a Proposed Rule April 21<sup>st</sup> designed to clarify their regulatory jurisdiction under the Clean Water Act.
  - The Proposed Rule will potentially expand EPA and Corps jurisdiction to reach a far greater number of lands, drainage systems and development projects than are currently regulated under the Clean Water Act.
  - MVCAC will be analyzing this new Proposed Rule, draft any necessary comments, and will brief the districts by the summer meeting.
  
- **Agricultural Pesticide Use Near Public Schools in California**
  - California Department of Public Health's, California Environmental Health Tracking Program (CEHTP) Report entitled Agricultural Pesticide Use Near Public Schools in California is now available on the CDPH website [www.cehtp.org/p/pesticides\\_and\\_schools](http://www.cehtp.org/p/pesticides_and_schools)
  - Should be noted: this study methodology does not attempt to measure school children's exposures to pesticides and, therefore, study results cannot be used to predict possible health impacts.
  - In this study of 2,511 public schools in the top 15 counties chosen by agricultural pesticide usage, they found 36% of schools had applications of pesticides of public health concern within ¼ mile of the school boundary.
  - San Mateo was not included. The closest county was Monterey.
  - The top five pesticides were fumigants.
  
- **RFP for Uniform Services**
  - The District completed the lengthy process of interviewing for a new uniform service provider. The new provider is Cintas and we will monitor their service closely over the 3 years of their contract.
  
- **Rodent Forum**
  - We have two guest speakers for our Rodent Forum that is scheduled by May 29<sup>th</sup>, 0900-1200.
  - Guest speakers include: Scott Harris, Central Life Sciences, and Bill Vaughn, Earth Care Products.
  - 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.



- **Safety Program**

- District Safety Officer, Casey Stevenson and the Safety Committee are coordinating their training programs and inspections in accordance with our safety programs.
- 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 was completed on May 8<sup>th</sup>.

- **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 additional meetings with Jennifer Bower, Human Resource Director, RGS in April.
- We have worked out a contract with RGS and are on this month's agenda for Board approval. We also had County Council review the contact.
- RGS has already provided key support for our part-time employees and interns, and specific interpretation of CalPERS disability retirement plan processes for prospective part-time employees at the District.

- **District Database Program**

- The Trustee Study Session was held on April 23<sup>rd</sup> at 6:00 p.m. for Leading Edge to provide a detailed demonstration of their MapVision database management systems.
- The staff wants to thank the trustees who were able to attend.

- **Insect Repellent Research**

- Researchers at Vanderbilt University have developed a repellent that is much stronger than the standard DEET and works on many different insects.
- Commercial insect repellents target the insect's olfactory system (smells) trying to turn off the process. The newly research repellent does the opposite by overloading the olfactory system thus over-stimulating their olfactory system forcing them away from the target.


- **WNV Vaccine Research**
  - Researchers at Duke University are working at developing a vaccine for West Nile Virus that wouldn't require a needle stick (injection), only two doses, and has a longer shelf life.
  - The goal is a dry powder, two-dose, nasal vaccine for humans.
  
- **County Controller Contract**
  - The District received the signed copy of the agreement for accounting services provided by the County Controller's Office.
  - Exhibit B outlines service charges for FY 2014-15. The total annual service charges are \$2,776.65.

## **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 May**

-  MVCAC Qtr. Meeting in Santa Rosa, May 1-2<sup>nd</sup>.

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### **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. Vector Control Joint Powers Agency (VCJPA) 2014-15 Program Year Operating Budget.
- D. California Arbovirus Surveillance Bulletin #11 (Week 18).
- E. Adult Mosquito Collection Report for Week 16 and 15.
- F. Agreement for Accounting Services by the County Controller, Exhibit B, signed April 8, 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. SDLF = 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



# District Report



## Table of Contents

District News	1
Mosquito Sources and Pesticide Use	2
New Jersey Light Traps	2
Balance Sheet	3
Profit and Loss	4
Operations Report	5
Chikungunya	6



A flock of sentinel chickens settles in to the chicken coop at East Palo Alto Charter School in the city of East Palo Alto. Blood samples will be collected from the chickens every two weeks starting on May 6, 2014, and tested for West Nile Virus, Western Equine Encephalitis and Saint Louis Encephalitis.

## District News

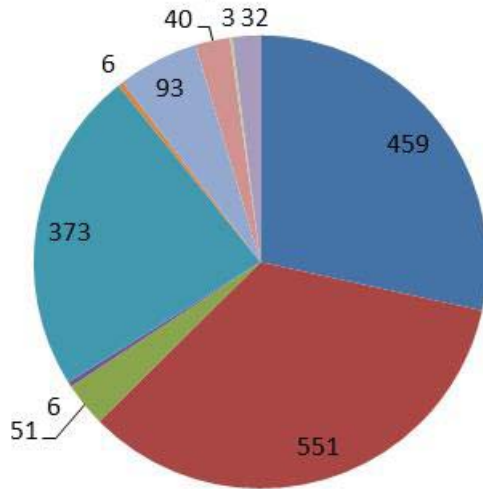
- On April 1, Vector Ecologist Theresa Shelton gave a presentation on vector-borne diseases to biology students at Notre Dame High School in Belmont.
- Eric Eckstein joined the district as a Vector Control Technician on April 7.
- The West Nile Virus hotline resumed for the 2014 season on April 15. Residents should call 1-877-WNV-BIRD or go to the website [http://westnile.ca.gov/report\\_wnv.php](http://westnile.ca.gov/report_wnv.php) to report dead birds and squirrels.
- Laboratory staff set up three flocks of sentinel chickens for the 2014 West Nile Virus season. The flocks are located in Woodside, Hillsborough and East Palo Alto.
- The district participated in two community outreach events on April 26: Bug Day at the Randall Museum in San Francisco and the Portola Valley Woodside Earth Fair.
- Operations hired two seasonal employees, Diego Castro and Miguel Munoz and the Laboratory hired Erik Betz for additional help during the warmer months.
- Through the month of April, the district has detected thirteen *Aedes aegypti* mosquitoes in Menlo Park this year.



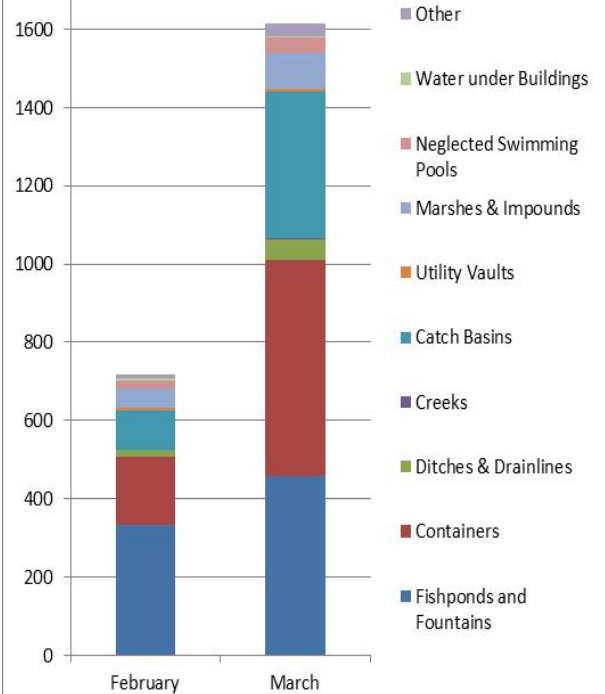
### Mosquito Sources Treated and Acres Treated

Number of each type of source treated in March

- Fishponds and Fountains
- Containers
- Ditches & Drainlines
- Creeks
- Catch Basins
- Utility Vaults
- Marshes & Impounds
- Neglected Swimming Pools
- Water under Buildings
- Other

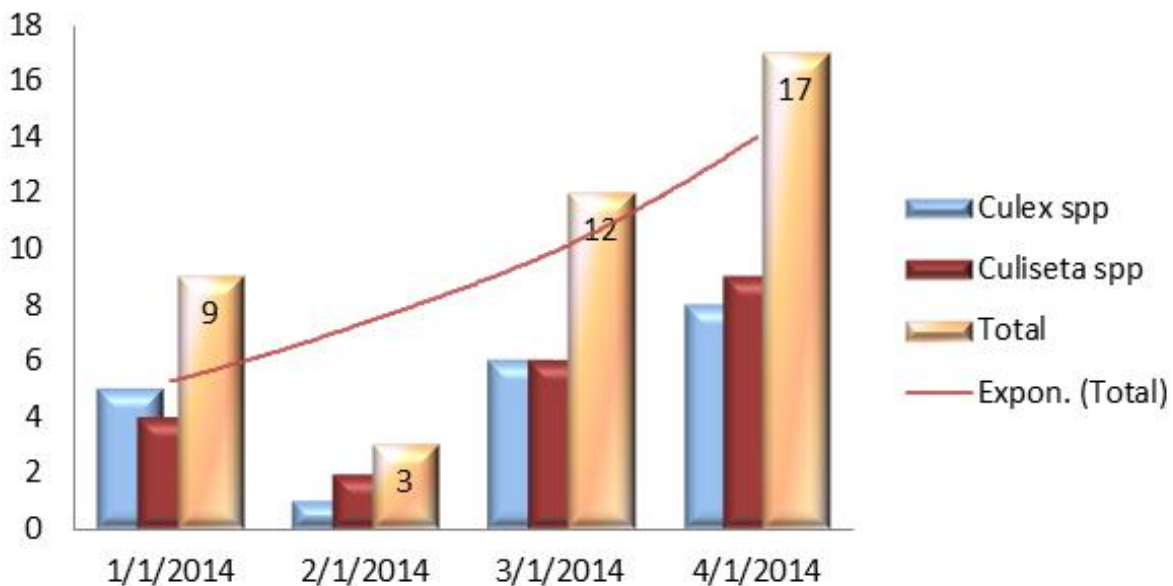


Number of acres treated in March



### New Jersey Light Traps

New Jersey Light Traps 2014



Monthly numbers of mosquitoes collected in New Jersey Light Traps during 2014. The district has four light traps, located in San Bruno, Belmont, Menlo Park and Woodside.

## District Balance Sheet - Consolidated Funds As of March 31, 2014

	<b>Mar 31, 2014</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 - Cash	6,106,985
1010A01 - Cash-VCJPA Property Contingency	37,009
1010A02 - Cash-VCJPA Member Contingency	318,881
1020 - Cash - Petty Cash	400
<b>Total Checking/Savings</b>	6,463,275
<b>Accounts Receivable</b>	
1012 - 1012 - Accounts Receivable-001	7,730
<b>Total Accounts Receivable</b>	7,730
<b>Total Current Assets</b>	6,471,006
<b>TOTAL ASSETS</b>	<b>6,471,006</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 - 4300-1 - Accounts Payable	60,733
<b>Total Accounts Payable</b>	60,733
<b>Credit Cards</b>	
US Bank Credit Card	-
<b>Total Credit Cards</b>	-
<b>Total Current Liabilities</b>	60,733
<b>Total Liabilities</b>	60,733
<b>Equity</b>	
32000 - Retained Earnings	6,107,309
Net Income	302,964
<b>Total Equity</b>	6,410,273
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,471,006</b>

## District Profit & Loss - Consolidated Funds for the month ended March 31, 2014

		MTD	YTD	Budgeted	YTD Mar %	75%
		March-14	FY13/14	FY13/14	Balance Remaining	% of FY13/14 Budget
<b>REVENUES</b>						
1021	Prop. taxes, current, secured	84,806	999,823	1,521,718	521,895	65.7%
1024	PY Secured Rede	0	2,485	5,000	2,515	49.7%
1031	Prop. taxes, current unsecured	3,534	90,552	88,000	(4,552)	105.3%
1033	Prop. taxes, prior, unsecured	(884)	(4,999)	1,000	5,999	-499.9%
1041	Prop taxes CY secured SB 813	5,109	28,241	28,000	(2,241)	108.6%
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%
1048	1048 - ERAF Rebate	0	281,332	215,000	(48,332)	121.5%
1521-11	VCJPA-Interest Income	1,009	2,825	1,500	(1,325)	188.3%
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	74,498	927,188	1,438,911	511,723	64.4%
2439	Mosquito Control Tax	24,228	303,189	484,181	180,992	65.3%
2451	Services Abatement Income	716	234,252	255,000	20,748	91.9%
2647	Misc Refunds/RDA/RPTTF	0	56,874	40,000	(16,874)	142.2%
2858-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2858	Other	1,378	288,171	48,000	(218,171)	554.5%
<b>Total Revenue</b>		<b>194,194</b>	<b>3,198,171</b>	<b>4,160,680</b>	<b>962,509</b>	<b>76.9%</b>
<b>EXPENDITURES</b>						
<b>Salary &amp; Benefits</b>						
4111	Regular Full Time	110,936	1,070,120	1,515,000	444,880	70.6%
4161	Regular Part Time	2,934	97,403	129,000	31,597	75.5%
4311	Social Security	312	7,005	10,000	2,995	70.0%
4321	Retirement	34,899	334,216	478,000	143,784	69.9%
4412	Health Insurance	29,991	259,003	389,000	109,997	70.2%
4414	Great-West Deferred Comp	1,000	8,500	13,000	4,500	65.4%
4415	Medicare Insurance	1,883	17,177	24,000	6,823	71.6%
4422	Dental Insurance	2,700	28,244	38,000	11,756	69.1%
4431	Vision Insurance Plan (VSP)	435	3,894	5,300	1,406	73.5%
4440	Employee Commute Benefit	397	3,296	5,500	2,204	59.9%
4442	Long Term Disability	866	7,687	11,300	3,633	67.9%
4451	Unemployment Insurance	321	13,029	18,000	4,971	72.4%
4821	AFLAC Insurance	486	4,495	6,500	2,005	69.2%
Subtotal		186,939	1,852,047	2,622,800	770,553	70.6%
<b>Services &amp; Supplies</b>						
5111	Pesticides	29,483	105,680	250,000	144,340	42.3%
5121	Clothing	1,798	14,792	23,700	8,908	62.4%
5158	Household	49	1,879	4,200	2,321	44.7%
5171	Medical/Laboratory	1,544	23,185	18,800	(4,385)	123.3%
5188	Other Misc (Union Bank Fee)	36	334	1,800	1,466	18.6%
5199	Office	4,116	12,428	20,100	7,674	61.8%
5233	Tools/Equipment	2,855	14,784	19,350	4,586	76.3%
5331	Memberships	0	18,074	18,845	2,771	85.3%
5416	Gasoline/Oil	3,219	41,820	67,000	25,180	62.4%
5428	Facility/Auto/Equip Maint/Repair	21,858	220,803	295,000	74,197	74.8%
5472	General Maintenance	758	3,788	9,300	5,532	40.5%
5631	Electric/Gas	2,039	18,210	20,900	2,690	87.1%
5635	Water/Sewer Disposal	212	8,911	9,700	2,789	71.3%
5721	Meetings/Conferences	5,306	56,802	91,800	34,998	61.9%
5858	Services/Consultation	12,371	181,889	238,800	78,711	67.8%
5966	District Special Expenses	4,740	36,576	123,750	87,174	29.6%
6712	Telephone	1,474	14,983	22,500	7,537	68.5%
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%
6731	Other Insurance	620	120,083	102,100	(17,983)	117.8%
Subtotal		92,459	912,281	1,390,445	478,164	65.6%
<b>Fixed Assets</b>						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	8,860	130,879	144,300	13,421	90.7%
Subtotal		8,860	130,879	144,300	13,421	
<b>Total Expenditures</b>		<b>288,258</b>	<b>2,895,207</b>	<b>4,157,345</b>	<b>1,262,138</b>	<b>69.6%</b>
<b>NET INCOME</b>						
<b>Net Income</b>		<b>(94,064)</b>	<b>302,964</b>	<b>3,335</b>		





## Operations Report

### No water, big problems

Our summer catch basin program has started early this year. Staff has wiped the dust off our jeeps and started treating the storm drains in San Mateo County. When winter and spring produces less rain than usual it creates more mosquito issues than you would expect. Because of the lack of precipitation, there isn't a surge of water flushing the storm drains. As a result, stagnant pools that mosquitoes thrive in are formed. This not only affects the catch basins along the street, but also the drains in the city parks which impact the public who enjoy the outdoors. One catch basin can breed thousands of mosquitoes. Luckily our staff has gotten an early start controlling these subterranean breeding sites.



**Left:** Seasonal technician Alvin Baptiste sprays a catch basin. **Middle:** Catch basin in San Mateo. **Right:** Catch basin at a park.

### Clean Creeks

The season for creeks has arrived sooner than usual, allowing us to get an early start on our trimming and treatments. Usually we only treat our creeks 4-5 times a year, but this year that number will increase. Additionally, our district is looking into doing some creek clean-ups in some of the more littered streams that will help create better flow and fewer areas that breed mosquitoes. Plus it looks nice!



**Left:** Operations Supervisor Casey Stevenson and Vector Control Technician Jim O'Brien clear a path through a creek in San Mateo. **Right:** Piles of garbage in a creek prevents water from flowing, which can cause production of high numbers of mosquitoes.



"An Independent Special District  
Working for You Since 1916"

SAN MATEO COUNTY  
MOSQUITO AND VECTOR CONTROL

1351 Rollins Road  
Burlingame, CA 94010

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

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

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

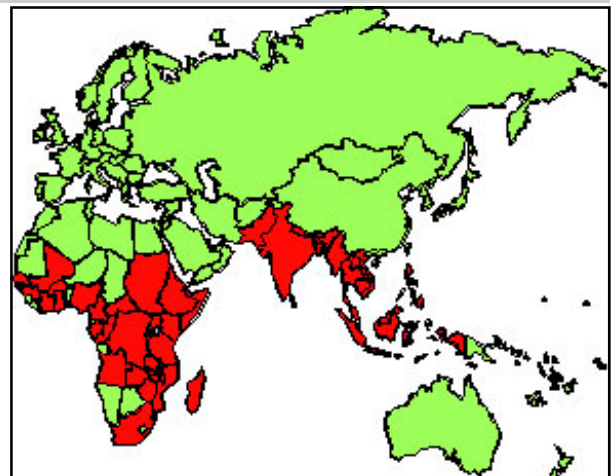
*"A VECTOR is any animal that can transmit disease to animals or people."*

## Chikungunya

Last month, San Mateo County Health informed the district that a resident of East Palo Alto had been diagnosed with Chikungunya disease, acquired during international travel. Chikungunya is a vector-borne disease that is transmitted by certain *Aedes* mosquitoes, including *Aedes aegypti*. The presence of *Ae. aegypti* mosquitoes near a person infected with Chikungunya virus could result in local transmission. Laboratory staff deployed several mosquito traps (AGO, BG-Sentinel and ovicups) in the neighborhood surrounding the disease case to monitor for *Ae. aegypti* mosquitoes. Thus far, there have been no detections of the mosquito in the area.

Symptoms of infection of Chikungunya virus are fever and joint pain, and sometimes include headache and rash. The symptoms begin about 3-7 days after being bitten by an infected mosquito. No vaccine has been developed and there is no medicine for treatment, but seeking medical care for the disease can help manage symptoms and the disease report will help the district and other agencies to take actions necessary to protect public health. Those at greatest risk are infants, adults over 65 years of age, and people with other medical conditions.

Chikungunya virus is expanding its range, with local transmission found for the first time in the Western Hemisphere on Caribbean islands in 2013. Travelers to places with Chikungunya should take precautions to avoid mosquito bites.



Countries highlighted in red have local transmission or Chikungunya virus.  
Source: CDC