



REGULAR MEETING OF THE BOARD OF TRUSTEES

March 11, 2015 6:00 p.m.

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 Kati Martin, 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 special 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.smcmvcd.org.

REGULAR MEETING OF THE BOARD OF TRUSTEES

6:00 p.m.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
 - Secretary of the Board will take roll call
4. **PUBLIC COMMENTS AND ANNOUCEMENTS.**
 - This time is reserved for members of the public to address the Board relative to matters of the District not on the agenda. No action may be taken on non-agenda



items unless authorized by law. Comments will be limited to three minutes per person and twelve minutes in total. Speaker cards are available for those making a public comment.

5. CONSENT CALENDAR

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

A. Minutes for Regular Board Meeting, February 11, 2015

6. REGULAR AGENDA

7. Formation of an Ad hoc Committee on Trustee Training

8. Update on earning certificates from the Special District Leadership Foundation

- **Transparency Certificate**
- **District of Distinction**

9. Update on the recovery of approximately \$2000 from a former employee for improper use of District resources

10. BOARD COMMITTEE REPORTS

- A. Environmental and Public Outreach
- B. Finance
- C. Strategic Planning
- D. Policy
- E. Manager's Evaluation Committee

11. FINANCIAL REPORT

- Review Year-to-Date 2014-2015 Financial Reports through January 2014. Report by Finance Director, Rosendo Rodriguez

ACTION: Motion to approve Year-to-Date 2014-2015 Financial Reports through January 2014.



12. MANAGER'S REPORT

13. STAFF REPORTS

- **Assistant Manager, Brian Weber will provide an update on Field Operations Programs (including Seasonal marsh treatments, airboat, *Aedes aegypti*, etc.)**
- **Laboratory Director, Nayer Zahiri will provide an update on District Laboratory Programs (including surveillance efforts for West Nile Virus, *Aedes aegypti*, Ticks, Hantavirus, etc.)**
- **Public Health Education and Outreach Officer, Megan Caldwell will provide an update on the District Public Outreach Programs.**

14. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

15. ANNOUNCE NEXT REGULARLY SCHEDULED BOARD MEETING

16. ADJOURNMENT

CERTIFICATION OF POSTING AGENDA

I, **Kati Martin, Board Secretary** for the San Mateo County Mosquito and Vector Control District (SMCMVCD), declare that the foregoing agenda for the Regular Meeting of the SMCMVCD Board of Trustees for March 11, 2015 was posted and available for review on March 6, 2015, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010 as well as the District's website www.smcmvcd.org.

Agenda Item # 5

CONSENT CALENDAR

SUBJECT: Consent Calendar.

RECOMMENDATION

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

BACKGROUND

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

Item 5.A

Board Secretary, Kati Martin has completed the minutes for the Regular Board of Trustee's Meeting for February 11, 2015.

PUBLIC NOTIFICATION

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

ATTACHMENTS

1. Regular Board Meeting Minutes, February 11, 2015



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES
February 11, 2015
6:00PM**

A regular meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on February 11, 2015 in the District Office at 1351 Rollins Road, Burlingame, California.

TRUSTEES PRESENT:	Mason Brutschy Wade Leschyn Robert Maynard Joe Galligan Louis Gotelli Jason Seifer Donna Rutherford Richard Wykoff Kati Martin Valentina Cogoni Kat Lion Robert Riechel Betsy Schneider Richard Tagg Christopher Cairo Ray Williams	Town of Atherton City of Belmont City of Brisbane City of Burlingame City of Colma County-at-Large City of East Palo Alto City of Foster City City of Half Moon Bay City of Menlo Park City of Redwood City City of San Bruno City of San Carlos Town of Woodside City of South San Francisco Town of Portola Valley (6:15PM)
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TRUSTEES ABSENT:	Peter DeJarnatt Christine Fuller Dr. Scott Smith Dr. James Ridgeway Open	City of Pacifica City of Daly City Town of Hillsborough City of San Mateo City of Millbrae
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OTHERS PRESENT:	Interim General Manage/Finance Director, Rosendo Rodriguez District General Counsel, Kevin Siegel Laboratory Director, Dr. Nayer Zahiri Assistant Manager, Brian Weber Public Health Education and Outreach Officer, Megan Caldwell
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1. CALL TO ORDER

President Donna Rutherford called the meeting to order at 6:02 PM.

2. PLEDGE OF ALLEGIANCE

President Donna Rutherford led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 16 Trustees were present, constituting a quorum.

4. APPROVAL OF THE AGENDA AS POSTED

Motion made by Trustee Galligan, 2nd by Trustee Leschyn, to approve the agenda, approved by the Board 16-0.

President Rutherford stated that the board meeting was being recorded

5. CLOSED SESSION

Motion made by Trustee Riechel, 2nd by Trustee Maynard, to move into closed session, approved by the Board 16-0

6. RECONVENE AND REPORT FROM CLOSED SESSION

7. PRESIDENT'S REPORT ON CLOSED SESSION (Government Codes 54957.1 and 54957.6)

No reportable action was taken.

8. SPECIAL PRESENTATIONS

An overview of new Trustee e-mail program and discussion on how to log into the website to check mail presented by Megan Caldwell.

Trustees will be responsible for monitoring their individual e-mail accounts. The District's email system will forward a copy of all e-mails to Trustee personal e-mail accounts but it is recommended



that replies be made from the Microsoft On Line site to protect the privacy of the Trustees personal e-mail accounts.

Any changes to Trustee personal e-mail accounts should be reported to the District so as to provide uninterrupted forwarding of Trustee e-mail.

Megan is available to assist any Trustee with creating the required new account.

The Trustee section of the new website will contain short biographies of each Trustee. She will send a template via e-mail.

Trustee Riechel commended Caldwell on a recent presentation she prepared.

Trustee Leschyn expressed his concern that Caldwell's presentation did not address POP mail options. Caldwell offered to work one-on-one with anyone requiring assistance.

Interim Manager Rodriguez reminded the Board that the District report will now only be produced electronically and will be e-mailed to all current subscribers.

9. PUBLIC COMMENTS AND ANNOUNCEMENTS

None.

10. CONSENT CALENDAR:

Motion by Wykoff, 2nd by Galligan, to approve the Consent Calendar, was approved by the Board 16-0.

11. REGULAR AGENDA:

- A. Discuss correspondence from County Controller regarding District's Internal Control Review findings.

Rodriguez reported he received a response to the District's letter to the County regarding the results of the District's audit indicating that the County merely reports what we provide to them. The Finance Committee in conjunction with Auditor Michael O'Conner, recommend that Rodriguez author a letter to the County regarding the minimum requirements of supporting documentation to effectuate a more detailed report. O'Conner believes that the report from the County should mimic a bank statement to ensure transparency. Rodriguez will continue to work with the County and O'Conner to resolve these issues.

Trustee Williams commented that the County is implementing a new accounting system that may address this issue. Suggests we work with the County auditor to outline what we need.



Trustee Brutschy reported that the Finance Committee has discussed the feasibility of outsourcing the accounting the County currently provides. We currently pay the County \$3,500 to hold our funds and provide some accounting services.

B. District Manager Employment Agreement – Motion to Adopt Resolution No. M-008-15 approving the district Manager Employment Contract

Trustee Wykoff requested the Motion be made to begin the discussion.

Motion made by Trustee Riechel, and 2nd by Trustee Tagg to approve Resolution No. M-008-15, the District Manager Employment Contract.

Trustee Riechel reviewed the selection process and several contract provisions regarding non-renewal of the contract.

Trustee Cairo expressed concern regarding the possible public perception of hiring a candidate that was an employee during the fraud. He, however, praised the individual candidate.

Trustee Wykoff presented the nomination of Dr. Chindi Peavey for the position of General Manager of the District.

A roll call vote was taken resulting in the unanimous (16-0) selection of Dr. Peavey. Dr. Peavey will start on March 2, 2015. A press release will be prepared.

President Rutherford commended Interim Manager Rosendo Rodriguez for his excellent performance while a new manager was identified and selected.

12. BOARD COMMITTEE MEETING DATES AND REPORTS:

A. Environmental/Public Outreach Standing Committee: *Scott Smith Chair*

Trustee Lion reported the committee met on January 21 to discuss the new website, Google analytics, the trustee mentoring program, and the possibility of a Trustee Educational committee.

B. Finance Committee: *Rick Maynard Chair*

Trustee Maynard reported the committee met on February 2, 2015. A presentation was made by the District's auditor, Michael O'Conner, reviewing the status of the pending audit. O'Conner has set a target of March 2015 for completion. The committee recommended extending our contract with SCI Accounting for one year. Will conduct a formal search during the coming year.

C. Strategic Planning Committee: *Joe Galligan Chair*



Attempting to coordinate a meeting time agreeable for most committee members. Dr. Ridgeway is quite ill. There were several suggestions that the Board send him flowers/plant. His absences are excused during this long illness.

D. Policy Committee: *Robert Riechel Chair*

No meeting. Manager Rodriguez will be sending copies of the policies requiring attention to committee members.

E. Ad Hoc Committee – Manager Search – *Rick Wykoff Chair*

Trustee Wykoff reports the committee has completed their assignment and requested the committee be dissolved.

14. FINANCIAL REPORT: FINANCE DIRECTOR: ROSENDO RODRIGUEZ

A. Review Year-To-Date 2014-2015 Financial Reports through December 2014.

When reporting on the budget accounts, only accounts outside of a 10% deviation are being highlighted. Several accounts are subject to timing demands, which cause accounts to fluctuate.

Financial Director Rosendo Rodriguez reports there are still a few accounts above the projected budget and a few that are still under the projected budget.

Salaries and benefits are slightly under budget caused by a delay in hiring the POI officer, seasonal employees who left mid-season who were not replaced, and no salary output for a General Manager's salary. 58% of the clothing budget has been expended due to a new contract with Cintas. Other items such as tools, pesticides, facility and auto maintenance are need driven and during the first 6 months of this fiscal year the need has been lower than anticipated. The Meetings and Conference account is significantly under budget due to savings on the CSDA Conference in October and Trustee Field Day. Public Health and Outreach are also below budget currently. The telephone account is still below budget as we are delaying purchase of new phones until the MapVision program is completed and new phones are purchased to accommodate the program. The District's Special Expense is still low, as the anticipated EIR has been delayed. Asst. Manager Brian Weber indicates he believes the report will be completed by March.

Adjustments to the liability insurance premium created a refund for the District. The Worker's Compensation account is at 108% due to retrospective payment of claims.



Revenues are 3% higher than expected. We are receiving redevelopment funds are higher than we anticipated.

The balance sheet shows \$7.1M in cash. The operating cash accounts in the General and Capital Funds are fully reconciled to the county statements.

Trustee Seifer asked if the 3% increase in property revenue would be steady over the fiscal year or is a result of the way budgeting was done by the District. Rodriguez indicated that when the budget was developed there would be a 3% increase in property revenues. The current numbers indicate the District is receiving 4.3%.

Trustee Riechel asked if Trustees will be paid quarterly. Rodriguez indicated quarterly payments would be advisable. Will determine if our payment policy is aligned with quarterly payments. Will comment at next meeting.

Motion made by Trustee Maynard, 2nd Gotelli to approve the YTD 2014-2015 Financial Reports through December 2014, approved 16-0.

15. MANAGER'S REPORT:

Interim Manager Rosendo Rodriguez reviewed the upcoming MVCAC Legislative Days, the AMCA Conference in New Orleans, and AMCA Washington DC conferences. He reminded the Trustees that CSDA offers numerous courses and webinars aimed at governance and encouraged Trustees to take advantage of these courses.

Rodriguez reported on SB 2040, compensation for elected officials, and AB 2022, employment paid sick days. The District's full-time employees already have paid sick leave based on accrued hours but the seasonal have not had this benefit. We will begin recording accrued time for seasonal employees on July 1, 2015. AB 326, Occupational Health and Safety Reporting, requires an employer to immediately report serious job related injuries/illness to OSHA.

A general discussion regarding the Public Records Act ensued with requests for more information/training. General Counsel Siegel indicated a recent San Jose case supports the premise that e-mails concerning the District, whether on a private or public computer, are public records and may be vulnerable to the Public Records Act. The appellate court reversed and the case is awaiting California Supreme Court hearing. With regard to Trustee e-mail accounts, general counsel believes the duplicate copy sent to our personal e-mail accounts will not be vulnerable as long as the reply is done from the Trustee account.



Rodriguez reviewed the West Nile Virus Program for 2014. Although the program is dormant for the winter months, dead birds should be reported to the District.

RGS is concentrating on the employee related District policies only.

Rodriguez indicated there are still Trustees who are not current on required Ethics and Sexual Harassment Prevention programs. He will notify the affected Trustees.

The Form 700 form is required to be submitted by the next meeting.

Staff Reports

Assistant Manager Brian Weber reported there has been some aerial fogging done in Santa Clara County in marshlands.

Although monitoring for *Aedes aegypti* is formally concluded for the year, we continue to monitor. There have been no detections. A new outreach program in Menlo Park will have informational flyers in each household's garbage bin.

Lab Director Dr. Nayer Zahiri reviewed WNV activity in 2014.

The lab has collected over 200 ticks in 6 San Mateo County Parks, none of which has tested positive.

The District hosted a successful laboratory workshop for 21 participants on January 28th/29th.

16. BOARD MEMBERS COMMENTS AND ANNOUNCEMENTS:

Trustee Galligan and Trustee Martin reported on attendance at the MVCAC conference in Monterey in February. There were many interesting seminars and workshops including drone utilization, ethics, 4th amendment rights issues, and new products available for safe eradication. Many districts shared anecdotal experiences that were very informative. They reported that MVCAC is an excellent clearinghouse for industry information and education and that information networking is widely promoted within the organization.

17. NEXT REGULARLY SCHEDULED BOARD MEETING:

President Rutherford announced the next scheduled Board meeting on March 11, 2015.

18. ADJOURNMENT:



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

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

Meeting was adjourned at 7:45 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held on _____, 2015.

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

Approved:

District Manager

Board President

*California Department of Public Health

Agenda Item # 8

Certificates from the Special District Leadership Foundation

SUBJECT: Earning certificates from the Special District Leadership Foundation.

RECOMMENDATION

Recommend the Board of Trustees discuss the reasons for obtaining the certificates and the value that would result from earning them. Then consider budgeting \$20,000 toward Trustees training in the next fiscal year and work toward earning these certificates.

BACKGROUND

The California Special District Association offers a number of programs for professional development of the staff and trustees through the Special District Foundation. The Special District Leadership Foundation (SDLF) is a nonprofit organization formed in 1999. It provides training opportunities for special district officials and employees to enhance the service of special districts to the public. It is dedicated to excellence in local government. The SDLF has designed and implemented the following certification programs:

- District of Distinction - For Special Districts
- District Transparency Certificate of Excellence -For Special Districts (*in process, new website completed*)
- Recognition in Special District Governance - For Management staff of the district (*Current Manager has this*)
- Special District Administrator Certification - For Management staff of the district

In a Grand Jury Report on Special Districts released in 2014 it was recommended that all special districts in San Mateo County complete the District of Distinction Program and the Transparency Certificate of Excellence. The district recently completed a major upgrade of its website which will fulfill many of the requirements for the **Transparency Certificate** and is in the process of completing this program. The New Manager hired by the District holds a certificate of **Recognition in Special District Governance**. In order to earn the **District of Distinction Certificate**, all members of the Board will need to complete a series of four half-day workshops on Governance offered by the SDLF. Each workshop costs \$225 for each board member, if all four workshops are taken the cost is \$800 per person. The current budget does not have enough money allocated for this training for all Board members (this would cost at least \$16,800). The District staff has looked into the possibility of lowering the cost by having a SDLF certified trainer administer the workshop series to the entire board at once. This would not reduce the cost of the workshops, as the SDLF would still charge \$225 per person for one workshop. However, these workshops are a valuable training opportunity for the trustees and with careful planning and budgeting they could be completed by all board members. A review of the reasons for providing this training will be discussed under this agenda item at the board meeting.

PUBLIC NOTIFICATION

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

ATTACHMENTS

District of Distinction Brochure

District Transparency Certificate Brochure and checklist

Showcase Your Commitment to Transparency

District Transparency Certificate of Excellence

This program was created by the Special District Leadership Foundation (SDLF) in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. There are no fees for this certificate and districts will be recognized for two full years. Three main subject areas include:

- Basic Transparency Requirements
- Website Requirements
- Outreach Requirements

These are only a sampling of all the requirements needed to complete the transparency certificate. While it takes time to compile these requirements, being able to shine a light on all of the efforts your district has taken to be transparent is invaluable to the public..



Why Earn It?

1. The certificate covers all general, website, and outreach best practices and requirements regarding transparency for special districts.
2. Earning the certificate is a tangible acknowledgement of your transparency efforts.
3. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.
4. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of your district's activities.

Earning the certificate is a tangible acknowledgement of transparency efforts. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.

Sample Policies

Included for your review are sample policies similar to those requested in the application. These are samples that can be used as a starting point for policy/document development. SDLF always recommends you seek legal review prior to adopting district policy to ensure full compliance with any applicable laws and/or regulations.

- [Brown Act Compliance 1](#)
- [Brown Act Compliance 2](#)
- [Public Records Act Requests 1](#)
- [Public Records Act Requests 2](#)
- [Reimbursement Policy 1](#)
- [Reimbursement Policy 2](#)
- [Annual Disclosure 1](#)
- [Annual Disclosure 2](#)
- [Conflict of Interest Policy 1](#)
- [Conflict of Interest Policy 2](#)
- [Code of Ethics Policy 1](#)
- [Code of Ethics Policy 2](#)
- [Financial Reserves Policy 1](#)
- [Financial Reserves Policy 2](#)
- [Board Vacancy Announcement 1](#)
- [Board Vacancy Announcement 2](#)
- [Public Budget Hearing 1](#)
- [Public Budget Hearing 2](#)

Application

1. Complete the application
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff
4. Receive your certificate and recognition

[Download the application today.](#)
[Download the checklist today.](#)

Certificate Holders

See a [current list of special district leaders who have accomplished these goals and have been recognized.](#)

District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**
(Government Code Section 53235)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**
(Government Code Section 54950 et. al)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**
(Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits**
(Government Code Section 26909 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas** (provide copies of each):
 - Conflict of Interest
 - Code of Ethics/Values/Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items**
(provide website link; all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
 - District's mission statement
 - Description of district's services/functions and service area
 - Authorizing statute/enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online/downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse

shine
a light
on all of your
district's efforts



checklist continued

OUTREACH/BEST PRACTICES REQUIREMENTS

Must complete at least 2 of the following items:

- Regular district newsletter or communication** (*printed and/or electronic*) that keeps the public, constituents and elected officials up-to-date on district activities (*at least twice annually*)
 - Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election** (*or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms*)
 - Provide copy of the press release (*and the printed article if available*)
- Complete salary comparison/benchmarking for district staff positions using a reputable salary survey** (*at least every 5 years*)
 - Provide brief description of the survey and process used as well as the general results
- Special Community Engagement Project**

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

 - Submit an overview of the community engagement project, reviewing the process undertaken and results achieved
- Hold annual informational public budget hearings that engage the public** (*outreach, workshops, etc.*) **prior to adopting the budget**
 - Provide copy of most recent public budget hearing notice and agenda
- Community Transparency Review**

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals* (*the district may choose to conduct the overview with these individuals simultaneously or separately*):

 - Chair of the County Civil Grand Jury
 - Editor of a reputable local print newspaper (only one may count toward requirement)
 - LAFCo Executive Officer
 - County Auditor-Controller
 - Local Legislator (only one may count toward requirement)
 - Executive Director or President of local Chamber of Commerce
 - General Manager of a peer agency (special district, city or county)

* Provide proof of completion signed by individuals completing Community Transparency Review

How do I proceed?

- Step 1: Complete the requirement checklist
- Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:
 - SDLF
 - 1112 I Street, Suite 200
 - Sacramento, CA 95814
- Step 3: Approval process review performed by SDLF staff
- Step 4: Receive your certificate and recognition

.....

SDLF is supported by



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association and Special District Risk Management Authority.

Showcase Your Commitment to Excellence

Districts of Distinction Accreditation

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.

This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



Why Earn It?

- The accreditation criterion gets to the heart of best practices in public agencies. Demonstrate that your district:
- Understands and respects the responsibilities inherent in providing essential public services.
- Has clean financial audits and operates in a fiscally responsible and transparent manner.
- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law.
- Places an emphasis on continuing education completed by having each of the district's board members and executive staff in ethics, governance and leadership training.
- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

Requirements

- They undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.
- Their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual.
- All directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.
- They have completed SDLF's District Transparency Certificate of Excellence.

DOD Seal

Districts of Distinction earn the right to use the program's seal on district materials. The District of Distinction seal is visual proof that your special district stands out from others

Application

1. Complete the application
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff
4. Receive your certificate and recognition

Download the application today.

Current Districts of Distinction

See a current list of special district leaders who have accomplished these goals and have been recognized.

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SHOWCASE YOUR COMMITMENT TO EXCELLENCE

Districts Of Distinction Application

The Districts of Distinction program is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements and management letters. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

Training

Districts must demonstrate that all directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training within the past five years. Governance Foundations, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

Other

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Proof of current compliance with CA State Controller reporting requirements including district financial and compensation data
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Frequently Asked Questions (FAQs)

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program’s seal on district materials and a plaque honoring their accomplishment. SDLF will also write and issue press releases and notify legislators on a district’s behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

For how long is the designation valid?

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district’s ability to pay:



Is your district a District of Distinction?

INITIAL ACCREDITATION	
<i>Annual operating budget</i>	<i>Fee</i>
\$0-299,999	\$200
\$300,000-749,999	\$400
\$750,000-999,999	\$600
\$1,000,000--2,999,999	\$800
\$3,000,000 or more	\$1,000

RE-ACCREDITATION	
<i>Annual operating budget</i>	<i>Fee</i>
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250

Submit Application

Submit this application along with all required documentation and payment to:
 SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	

PAYMENT	
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
ACCT. NAME:	ACCT. NUMBER:
EXPIRATION DATE:	AUTHORIZED SIGNATURE:

* Include all state legislators representing the district’s area of operation.

Is your district a District of Distinction?

Schedule of SDLF Workshops Required

For the District of Distinction Certificate

Four workshops are required. Each is about four hours long. Below are the dates on which these are scheduled in Northern California

Governance Foundations

June 16, 2015 Fresno

September 21 Monterey

Board's Role in Finance & Fiscal Accountability

August 18, 2015 Sacramento

Board's Role in Human Resources

July 23, 2015 Sacramento

Setting Direction/Community Leadership

July 22, 2015 Sacramento

The District could arrange for one of these, Governance Foundations, to be held at the District office for all trustees to attend. However, this will not lower the cost.

Agenda Item # 10.C

BOARD COMMITTEE REPORTS

SUBJECT: Strategic Planning Committee.

RECOMMENDATION

None at this time.

BACKGROUND AND STATUS

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

In attendance were Joe Galligan, Christine Fuller, Kat Lion, Rosendo Rodriguez and Chindi Peavey

The committee discussed goals and priorities for the next few months. The following items were to be considered priorities for the committee to accomplish:

The District should begin working on the plans for its 100th year anniversary.

The existing strategic plan does not include a section on Public Outreach. The committee will solicit a draft strategic plan from the Public Health Education and Outreach Officer, Megan Caldwell. They will also solicit her input on the 100th anniversary.

The numbers in the Financial sections of the Strategic Plan need to be brought up to date. This involves inserting actual numbers for the past two years to replace the projected numbers.

Under District Finances, the committee briefly discussed whether the district could pay bills through a local bank instead of from the District's account in the County Treasury. At issue is how to keep the same or have better Internal Controls if District funds are held outside the County.

The is working towards earning the Certificate of Transparency from the California

Special Districts Association and the new website is helping us achieve that goal.

The “District of Distinction” certificate offered by the California Special Districts Association was discussed. Achieving this goal carries a significant financial cost to the district because all 21 Trustees must complete four training workshops to achieve this goal. Sending all 21 trustees to conferences could cost between \$30,000 to \$50,000. District Manager Chindi Peavey agreed to place a discussion of this issue on the Board Meeting Agenda for March.

The committee discussed the District’s alliances with other agencies and the importance of maintaining and strengthening current alliances.

The committee considered whether there were areas the District can acquire additional revenue sources by contracting our services without jeopardizing the level of care to our community and local taxpayers.

The next committee meeting will occur in late April.

REFERENCE MATERIALS AVAILABLE

None at this time.

Agenda Items # 10.B

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee

RECOMMENDATION

None at this time.

BACKGROUND AND STATUS

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

The Committee did not meet in February

The next meeting is tentatively scheduled April 6, 2015. At that time, the Committee will discuss the District's completed Audit, review of an RFP for a new auditor for the 2014/15 fiscal year and pension liability disclosures for the fiscal year 2014-2015 audit.

REFERENCE MATERIALS AVAILABLE

None at this time.

Agenda Item # 10.C

BOARD COMMITTEE REPORTS

SUBJECT: Strategic Planning Committee.

RECOMMENDATION

None at this time.

BACKGROUND AND STATUS

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

In attendance were Joe Galligan, Christine Fuller, Kat Lion, Rosendo Rodriguez and Chindi Peavey

The committee discussed goals and priorities for the next few months. The following items were to be considered priorities for the committee to accomplish:

The District should begin working on the plans for its 100th year anniversary.

The existing strategic plan does not include a section on Public Outreach. The committee will solicit a draft strategic plan from the Public Health Education and Outreach Officer, Megan Caldwell. They will also solicit her input on the 100th anniversary.

The numbers in the Financial sections of the Strategic Plan need to be brought up to date. This involves inserting actual numbers for the past two years to replace the projected numbers.

Under District Finances, the committee briefly discussed whether the district could pay bills through a local bank instead of from the District's account in the County Treasury. At issue is how to keep the same or have better Internal Controls if District funds are held outside the County.

The is working towards earning the Certificate of Transparency from the California

Special Districts Association and the new website is helping us achieve that goal.

The “District of Distinction” certificate offered by the California Special Districts Association was discussed. Achieving this goal carries a significant financial cost to the district because all 21 Trustees must complete four training workshops to achieve this goal. Sending all 21 trustees to conferences could cost between \$30,000 to \$50,000. District Manager Chindi Peavey agreed to place a discussion of this issue on the Board Meeting Agenda for March.

The committee discussed the District’s alliances with other agencies and the importance of maintaining and strengthening current alliances.

The committee considered whether there were areas the District can acquire additional revenue sources by contracting our services without jeopardizing the level of care to our community and local taxpayers.

The next committee meeting will occur in late April.

REFERENCE MATERIALS AVAILABLE

None at this time.

Agenda Item # 10.D

BOARD COMMITTEE REPORTS

SUBJECT: Policy Committee.

RECOMMENDATION

None at this time.

BACKGROUND AND STATUS

Chair Robert Riechel. Members include Trustees, Christine Fuller, Louis Gotelli, Kati Martin, and Rick Wykoff. President Rutherford is also invited to attend these meetings as an ex-officio member.

The Policy Committee has started looking at these policies:

Policy 4140 – Bylaws Governing Board of Trustees

Policy 4150 – Board Officer’s Nomination and Election Process

Policy 4030 – Remuneration and Reimbursement

New Policies:

Social Media Policy: To be implemented with the District’s new website and social media accounts

The next meeting of the policy committee will be on March 20 between 10:00 AM and 2:00 PM.

REFERENCE MATERIALS AVAILABLE:

None at this time.

Agenda Item # 11

FINANCIAL REPORT

SUBJECT: YTD Fiscal Year 2014-2015 Financial Reports through January 2015

RECOMMENDATION:

Motion to approve YTD Fiscal Year 2014-2015 Financial Reports through January 2015

BACKGROUND AND STATUS:

The financial reports represent YTD Revenues and Expenditures through January 2015

Expenditures: YTD through the month of January 2015, there are a few accounts that are above and below the YTD fiscal year budget. Explanations are provided below for expenditures in each fund.

General Fund:

Salaries & Benefits: 86% is attributed to a variety of factors including:

- 1) Delay in the hiring of the new District Manager from September to January is affecting Regular Full-Time Salaries and Benefits (Health, Dental, Vision, Aflac, LT Disability, Great West and Retirement).
- 2) A few seasonal employees left the District mid-season and were not replaced; adding to further savings in Regular Part-time salaries, Social Security and Unemployment Insurance
- 3) Unemployment Insurance budget was based on previous year's trends and appears to be too high for this fiscal year.

Clothing: 59% is attributed to a new uniform contract with Cintas in FY14/15. The newly negotiated contract has produced substantial savings for the District. The FY15/16 budget will reflect the reduced costs for uniform services.

Medical / Laboratory: 69% is mostly due to timing of purchases for the Laboratory Department. This account is used only as needed and includes budget for PCR maintenance and supplies (in part to support the West Nile Virus surveillance program at the District).

Office: 53% is mostly due to timing of purchases. This account is used only as needed. Favorable amounts through January are related to \$3,500 for Public Outreach (Displays & Printing) and \$1,500 for Technical books and Maps.

Tools / Equipment: 71% is mostly due to timing for the Laboratory Department. This account is used only as needed and includes budget for Miscellaneous Laboratory Equipment, Field Equipment and Misc. Computer Equipment.

Facility / Auto / Equipment Maintenance & Repair: 48% is mostly due to timing. This account is used only as needed and mostly includes budget for Vehicle Maintenance & Repair.

General Maintenance: 73% is mostly due to timing. This account is mostly used as needed and includes budget for small Facility Maintenance and Repairs as well as monthly trash service.

Meetings / Conferences: 70% is mostly due to significant savings from attendance at the CSDA Conference in October 2014; favorable by \$5,400. Monthly Trustee Expenses is favorable by \$2,600 which is primarily due to no meeting in August 2014. Trustee Field Day also came in under budget by \$3,000.

District Special Expense: Only 18% of the budget was spent due to timing related to 1) the CEQA / PEIR program due to delays in the completion of the District's Environmental Impact Report, 2) Public Outreach Advertising for \$45k, 3) Public Health Emergency expense for \$11k and 4) Timing of Laboratory Disease Surveillance for \$3k. Items #2 and #3 are used as needed only.

Telephone: Only 73% of the budget was spent primarily due to delays in replacing aging mobile phones as we evaluate mobile requirements for the MapVision program and savings were obtained from the suspension of certain mobile features while the District reevaluates other options.

Liability and Other Insurance: Liability Insurance is favorable to the budget by 64% due to rebates received from VCJPA. Other Insurance is unfavorable to the budget by 108%, which is primarily due to a retrospective adjustment received for Worker's Compensation premium adjustments related to pending claims from previous years.

Services / Consultation: 113% is slightly over budget due to unbudgeted Temporary Staffing of \$11,249 (for a part-time accountant to assist the Finance Department while the Finance Director served as Interim District Manager), unbudgeted recruitment fee paid to Ralph Andersen & Associates for the recruitment efforts to hire a new District Manager) YTD for \$12,500 and higher than anticipated legal expenses over budget by \$6,000.

Capital Fund:

Repairs & Maintenance: 24% is mostly due to timing. This account is mostly used as needed and includes budget for large Facility Maintenance and Repairs.

District Special Expense: 106% is primarily for the District's new website. The District only budgeted \$15,000 during the budget process but selected the RFP for Digital Deployment for \$17,500, which was approved by the board.

REVENUES: YTD January 2015 consolidated revenues totaled \$2,738,975 which account for 110% of the YTD budget. In January, the District received its annual ERAF Rebate from the County for \$286,017 which is budgeted in the month of February for \$225,000; favorable by 27%. Interest income of \$9,853 from the County came in higher than budgeted by \$2k and Service Abatement Income of \$38,847 came in higher than budget due to a catchup invoice that was sent to Dewey Pest Control for \$36k which was budgeted in a previous month. YTD revenues for Redevelopment have come in higher than anticipated and YTD Other Revenues continue to exceed the budget primarily due to the final Hartford Insurance Claim Settlement check for \$177,500.

BALANCE SHEET / CASH BALANCES: As of January 2015, the District had \$7,164,891 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.

REFERENCE MATERIALS ATTACHED:

A. YTD Fiscal Year 2014-2015 Financial Reports through January 2015



Financial Reporting for March 2015 Board Meeting Financials for the months ended January 31, 2015

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 2014/2015 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 **January 2015** 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@smcmvcd.org.

Rosendo Rodriguez
Finance Director

Approved – Rosendo Rodriguez
March 4, 2015

Approved – Chindi Peavey
March 4, 2015

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Profit & Loss - Consolidated Funds (General & Capital Funds)
for the month ended January 31, 2015

	January-15				Year to Date			
	MTD Actuals	MTD Budget	MTD (Over) / Under	% of Budget	YTD Actuals	YTD Budget	YTD (Over) / Under	% of Budget
REVENUES								
1021 Prop. taxes, current, secured	236	89,014	88,778	0%	885,906	944,961	59,055	94%
1031 Prop. taxes, current unsecured	0	0	0	0.0%	87,288	88,550	1,262	99%
1033 Prop. taxes, prior, unsecured	0	0	0	0.0%	(901)	0	901	0%
1041 Prop taxes CYsecured SB 813	11,307	9,500	(1,807)	119%	27,470	22,950	(4,520)	120%
1042 Prop taxes CYunsecurd SB 813	0	0	0	0%	0	0	0	0%
1043 PY SB 813 REDEM	0	0	0	0%	0	0	0	0%
1045 Prop. taxes unsecured SB 813	0	0	0	0%	0	0	0	0%
1831 Homeowner Prop	3,808	3,900	92	98%	5,439	5,550	111	98%
1046 ERAF Rebate	286,017	0	(286,017)	0%	286,017	0	(286,017)	0%
1521 Interest Earned	9,853	7,400	(2,453)	133%	31,027	25,900	(5,127)	120%
2031 Benefit Assessment	0	108,000	108,000	0.0%	748,906	853,000	104,094	88%
2439 Mosquito Control Tax	0	37,000	37,000	0.0%	242,674	280,000	37,326	87%
2451 Service Abatement Income	38,847	2,123	(36,724)	1829%	187,609	215,880	28,271	87%
2647 Misc Refunds/RDA/RPTTF	0	25,000	25,000	0.0%	48,696	37,500	(11,196)	130%
2658-11 VCJPA-Misc Income	0	0	0	0.0%	6,042	0	(6,042)	0%
2658 Other	0	1,500	1,500	0%	182,802	4,750	(178,052)	3848%
Revenue Total:	350,069	283,438	(66,631)	124%	2,738,975	2,479,041	(259,934)	110%
EXPENDITURES								
Salary & Benefits								
4111 Regular Full Time	173,792	198,864	25,072	87%	896,286	1,059,848	163,562	85%
4115 Severance Pay	0	0	0	0.0%	75,588	0	(75,588)	0%
4161 Regular Part Time	3,057	0	(3,057)	0%	127,487	165,520	38,033	77%
4311 Social Security	190	136	(53)	139%	8,555	11,081	2,525	77%
4321 Retirement	57,274	66,345	9,072	86%	297,098	353,611	56,513	84%
4412 Health Insurance	25,441	36,045	10,604	71%	180,862	234,745	53,883	77%
4414 Great-West Deferred Comp	0	1,500	1,500	0%	1,750	8,000	6,250	22%
4415 Medicare Insurance	2,564	2,915	351	88%	16,094	17,959	1,865	90%
4422 Dental Insurance	2,617	3,750	1,133	70%	19,994	26,250	6,256	76%
4431 Vision Insurance Plan (VSP)	427	500	73	85%	3,075	3,500	425	88%
4440 Employee Commute Benefit	302	750	449	40%	1,746	5,250	3,504	33%
4442 Long Term Disability	884	1,100	216	80%	6,171	7,700	1,529	80%
4451 Unemployment Insurance	8,112	8,993	881	90%	12,909	16,293	3,384	79%
4621 AFLAC Insurance	695	750	55	93%	3,774	4,300	526	88%
Subtotal	275,355	321,650	46,294	86%	1,651,389	1,914,057	262,668	86%
Services & Supplies								
5111 Pesticides	11,619	5,000	(6,619)	232%	104,803	120,000	15,197	87%
5121 Clothing	806	1,250	444	64%	9,139	15,620	6,481	59%
5156 Household	0	150	150	0.0%	1,614	2,250	636	72%
5171 Medical/Laboratory	1,084	2,700	1,616	40%	14,339	20,850	6,511	69%
5188 Other Misc (Union Bank Fee)	37	50	13	74%	225	350	125	64%
5199 Office	1,259	4,070	2,811	31%	8,503	16,140	7,637	53%
5233 Tools/Equipment	1,328	3,650	2,322	36%	14,885	21,050	6,165	71%
5331 Memberships	0	200	200	0.0%	17,218	16,950	(268)	102%
5416 Gasoline/Oil	1,970	2,500	530	79%	35,506	37,800	2,294	94%
5428 Facility/Auto/Equip Maint/Repair	2,091	3,300	1,209	63%	23,680	71,850	48,170	33%
5472 General Maintenance	1,683	950	(733)	177%	4,178	5,700	1,522	73%
5631 Electric/Gas	1,976	2,020	44	98%	15,520	15,715	195	99%
5635 Water/Sewer Disposal	236	235	(1)	100%	4,810	5,605	795	86%
5721 Meetings/Conferences	5,187	4,600	(587)	113%	29,775	42,800	13,025	70%
5856 Services/Consultation	28,313	12,563	(15,750)	225%	176,890	156,944	(19,946)	113%
5966 District Special Expenses	3,377	16,825	13,448	20%	40,117	144,650	104,533	28%
6712 Telephone	1,794	1,750	(44)	103%	11,409	15,735	4,326	73%
6725 Liability Insurance	0	0	0	0%	26,144	41,000	14,856	64%
6731 Other Insurance	0	0	0	0.0%	123,273	114,150	(9,123)	108%
Subtotal	62,759	61,813	(946)	102%	662,026	865,159	203,133	77%
Fixed Assets								
7211 Structures/Improvements	0	0	0	0%	0	0	0	0%
7311 Equipment	1,292	33,310	32,018	4%	169,354	201,570	32,216	84%
Subtotal	1,292	33,310	32,018	4%	169,354	201,570	32,216	84%
Expenditures Total:	339,407	416,773	77,366	81%	2,482,769	2,980,786	498,017	83%
NET INCOME								
Net Income	10,662	(133,335)	(143,997)		256,206	(501,745)	(757,951)	

NOTE: In December, the District received it's first influx of property tax revenue, resulting in a positive Net Income.

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

As of January 31, 2015

	Jan 31, 2015
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	6,811,856
1010A01 · Cash-VCJPA Property Contingency	36,708
1010A02 · Cash-VCJPA Member Contingency	315,927
1020 · Cash - Petty Cash	400
Total Checking/Savings	7,164,891
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	63,509
Total Accounts Receivable	63,509
Other Current Assets	
1120 · Inventory - Pesticides	120,187
12500 · Prepaid Expenses	-
Total Other Current Assets	120,187
Total Current Assets	7,348,587
TOTAL ASSETS	7,348,587
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	108,894
Total Accounts Payable	108,894
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	-
Total Current Liabilities	108,894
Total Liabilities	108,894
Equity	
32000 · Retained Earnings	6,983,487
Net Income	256,206
Total Equity	7,239,693
TOTAL LIABILITIES & EQUITY	7,348,587

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended January 31, 2015

F-1 GF

	January-15				Year to Date				Footnote:
	MTD Actuals	MTD Budget	MTD (Over) / Under	% of Budget	YTD Actuals	YTD Budget	YTD (Over)/Under	% of Budget	
REVENUES									
1021 Prop. taxes, current, secured	236	89,014	88,778	0%	885,906	944,961	59,055	94%	YTD Actual Property Tax Revenue of \$1,005,203 is 95% of the YTD Budget of \$1,062,011
1031 Prop. taxes, current unsecured	0	0	0	0%	87,288	88,550	1,262	99%	
1033 Prop. taxes, prior, unsecured	0	0	0	0%	(901)	0	901	0%	
1041 Prop taxes CYsecurd SB 813	11,307	9,500	(1,807)	119%	27,470	22,950	(4,520)	120%	
1042 Prop taxes CYunsecurd SB 813	0	0	0	0%	0	0	0	0%	
1043 PY SB 813 REDEM	0	0	0	0%	0	0	0	0%	
1045 Prop. taxes unsecured SB 813	0	0	0	0%	0	0	0	0%	
1831 Homeowner Prop	3,808	3,900	92	98%	5,439	5,550	111	98%	
1046 1046 · ERAF Rebate	286,017	0	(286,017)	0%	286,017	0	(286,017)	0%	
1521-11 VCJPA-Interest Income	0	0	0	0%	1,071	1,750	679	61%	
1521 Interest Earned	9,478	7,000	(2,478)	135%	28,893	23,000	(5,893)	126%	Qtrly interest from County Stmt
2031 Benefit Assessment	0	108,000	108,000	0%	748,906	853,000	104,094	88%	Delay in receipt from County
2439 Mosquito Control Tax	0	37,000	37,000	0%	242,674	280,000	37,326	87%	Delay in receipt from County
2451 Service Abatement Income	38,847	2,123	(36,724)	1829%	187,609	215,880	28,271	87%	Timing of Dewey invoice/pmt for \$35k and decreased abatement services
2647 Misc Refunds/RDA/RPTTF	0	25,000	25,000	0%	48,696	37,500	(11,196)	130%	Higher than budgeted
2658-11 VCJPA-Misc Income	0	0	0	0%	6,042	0	(6,042)	0%	
2658 Other	0	1,000	1,000	0%	182,802	3,250	(179,552)	5625%	See F-2 GF schedule for details
Revenue Total:	349,693	282,538	(67,156)	124%	2,737,911	2,476,391	(261,520)	111%	% of YTD budget
EXPENDITURES									
Salary & Benefits									
4111 Regular Full Time	173,792	198,864	25,072	87%	896,286	1,059,848	163,562	85%	A
4115 Severance Pay	0	0	0	0%	75,588	0	(75,588)	0%	
4161 Regular Part Time	3,057	0	(3,057)	0%	127,487	165,520	38,033	77%	
4311 Social Security	190	136	(53)	139%	8,555	11,081	2,525	77%	
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4414 Great-West Deferred Comp	0	1,500	1,500	0%	1,750	8,000	6,250	22%	
4415 Medicare Insurance	2,564	2,915	351	88%	16,094	17,959	1,865	90%	
4422 Dental Insurance	2,617	3,750	1,133	70%	19,994	26,250	6,256	76%	
4431 Vision Insurance Plan (VSP)	427	500	73	85%	3,075	3,500	425	88%	
4440 Employee Commute Benefit	302	750	449	40%	1,746	5,250	3,504	33%	
4442 Long Term Disability	884	1,100	216	80%	6,171	7,700	1,529	80%	
4451 Unemployment Insurance	8,112	8,993	881	90%	12,909	16,293	3,384	79%	
4621 AFLAC Insurance	695	750	55	93%	3,774	4,300	526	88%	
Subtotal	275,355	321,650	46,294	86%	1,651,389	1,914,057	262,668	86%	

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended January 31, 2015

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EXPENDITURES	January-15				Year to Date				Footnote:
	MTD Actuals	MTD Budget	MTD (Over) / Under	% of Budget	YTD Actuals	YTD Budget	YTD Over/Under	% of Budget	
Services & Supplies									
5111 Pesticides	11,619	5,000	(6,619)	232%	104,803	120,000	15,197	87%	B
5121 Clothing	806	1,250	444	64%	9,139	15,620	6,481	59%	C
5156 Household	0	150	150	0%	1,614	2,250	636	72%	<i>Immaterial</i>
5171 Medical/Laboratory	1,084	2,700	1,616	40%	14,339	20,850	6,511	69%	D
5199 Office	1,259	4,070	2,811	31%	8,503	16,140	7,637	53%	E
5233 Tools/Equipment	1,328	3,650	2,322	36%	14,885	21,050	6,165	71%	F
5331 Memberships	0	200	200	0%	17,218	16,950	(268)	102%	G
5416 Gasoline/Oil	1,970	2,500	530	79%	35,506	37,800	2,294	94%	
5428 Facility/Auto/Equip Maint/Repair	2,091	3,300	1,209	63%	12,802	26,850	14,048	48%	H
5472 General Maintenance	1,683	950	(733)	177%	4,178	5,700	1,522	73%	I
5631 Electric/Gas	1,976	2,020	44	98%	15,520	15,715	195	99%	
5635 Water/Sewer Disposal	236	235	(1)	100%	4,810	5,605	795	86%	<i>Immaterial</i>
5721 Meetings/Conferences	5,187	4,600	(587)	113%	29,775	42,800	13,025	70%	J
5856 Services/Consultation	28,313	12,563	(15,750)	225%	176,890	156,944	(19,946)	113%	N
5966 District Special Expenses	3,377	16,825	13,448	20%	22,617	128,150	105,533	18%	K
6712 Telephone	1,794	1,750	(44)	103%	11,409	15,735	4,326	73%	L
6725 Liability Insurance	0	0	0	0%	26,144	41,000	14,856	64%	M
6731 Other Insurance	0	0	0	0%	123,273	114,150	(9,123)	108%	M
Subtotal	62,722	61,763	(959)	102%	633,424	803,309	169,885	79%	
Fixed Assets									
7311 Equipment	0	0	0	0%	0	0	0	0%	
Subtotal	0	0	0	0%	0	0	0	0%	
Expenditures Total:	338,078	383,413	45,335	88%	2,284,813	2,717,366	432,553	84%	% of YTD budget spent
NET INCOME									
Net Income	11,616	(100,875)	(112,491)		453,098	(240,975)	(694,073)		

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended January 31, 2015

FOOTNOTES:

A: Salary & Benefits: Variances in this category are affected by a few variables as follows:

- 1) Delays in the hiring of the District's new District General Manager in September through December, which in part affects Regular Full-Time Salaries and Benefits (Health, Dental, Great West and Retirement).
- 2) A few seasonal staff have left early in the season and were not replaced creating a favorable variance (affecting Regular Part-Time, Social Security and Unemployment).

B: 5111 Pesticides Expenditures include the following:

Vendor	Description	Invoice	Date	Expenditure	Comment
Univar USA Inc	Altosid 30 Day Briquets ((4cs)	SJ631553	07/23/2014	1,884	
Univar USA Inc	Zenivex E4 RTU 30GL (2DRM)	SJ631552	07/23/2014	5,219	<i>West Nile Adulticide</i>
Univar USA Inc	Zenivex E4 RTU 30GL (2DRM)	SJ632180	07/28/2014	5,219	<i>West Nile Adulticide</i>
Clarke Mosquito Control Prod	Natural XRT Tablets (4cs)	5062554	07/30/2014	3,966	
Clarke Mosquito Control Prod	Natural T30 Tablets (4cs)	5062554	07/30/2014	2,510	
Adapco, Inc.	Zenivex E4 (30GL DR)	98703	08/06/2014	5,219	<i>West Nile Adulticide</i>
Adapco, Inc.	Zenivex E4 (2x2.5GL CS)	98703	08/06/2014	1,760	<i>West Nile Adulticide</i>
BVA, Inc.	BVA Larvaecide #2 (2 x 275 GL Tote)	47816	08/08/2014	5,164	
Adapco, Inc.	Zenivex E4 (2 x 30GL DR)	99119	08/27/2014	5,219	<i>West Nile Adulticide</i>
Clarke Mosquito Control Prod	Coco Bear 55 Gal (3 drm)	5063484	09/16/2014	3,166	
BVA, Inc.	BVA Larvaecide #2 (3,200 gal)	48033	09/18/2014	26,230	
Adapco, Inc.	Altosid Pellets (2x22lb Cs) x 3	99508	09/19/2014	3,604	
Adapco, Inc.	Altosid XR Ingot Briquets (3)	99508	09/19/2014	2,230	
Adapco, Inc.	Altosid 30 Day Briquets (400/cs) x 3	99508	09/19/2014	942	
Adapco, Inc.	Zenivex E4 RTU(2 x 30GL DR)	99536	09/23/2014	5,219	<i>West Nile Adulticide</i>
Clarke Mosquito Control Prod	Natural XRT (3cs) & T30 Tablet (3cs)	5063627	09/30/2014	4,823	
Clarke Mosquito Control Prod	Altosid 4% Pellets 44lb (2cs)	5063626	09/30/2014	2,403	
United Industries Corporation	Wasp & Hornet Spectracide 120/20oz (78cs)	99762940	10/24/2014	2,069	
Adapco, Inc.	Fourstar BT1 (35lb/bg) x 4	99896	10/31/2014	1,679	
Adapco, Inc.	Vectomax WSP (800WSP/Cs) x1	99896	10/31/2014	1,517	
Adapco, Inc.	Altosid 30 Day Briquets (400/cs) x 6	99896	10/31/2014	2,825	
Univar USA Inc	Rodent Traps (T-Rex 12/Cs x 72)	SJ653082	10/31/2014	318	
Adapco, Inc.	Vectobac 12AS (2x2.5 GL Cs)	100085	01/12/2015	4,083	
Clarke Mosquito Control Prod	Natular XRT Tablet (3cs)	5064181	01/15/2015	2,634	
Clarke Mosquito Control Prod	Altosid 4% Pellets 44lb (4cs)	5064180	01/15/2015	4,902	
Total				104,803	

NOTE: Pesticide purchases are made as needed only.

C: 5121 Clothing Favorable variance of \$6,481 is due to a new FY14/15 uniform vendor, Cintas. FY 15/16 budget should reflect new pricing.

D: 5171 Medical / Laboratory Favorable variance of \$6,511 is mostly attributed to PCR maintenance and supplies spent \$7,263 vs budget of \$14k.

E: 5199 Office Favorable variance of \$7,637 is mostly attributed to Public Outreach Program \$3,500 (Displays and Printing) and Technical Books and Maps \$1,600. Purchased as need

F: 5233 Tools / Equipment YTD \$14,885 expenditures mostly attributed to \$7,654 one-time lab supplies and \$3,467 Dry Ice for Mosquito Surveillance Program. Favorable variance is due to as needed non-capital equipment purchases for Operations, Lab and Admin \$5,625.

G: 5331 Memberships YTD for \$17,218 include: Annual dues of \$8,000 for MVCAC, \$774 for Vector-Borne Diseases Subscription, \$5,288 CSDA, \$244 Entomological SOA and \$2,912 for pro-rata share of LAFCO's FY 14-15 Budget

H: 5428 Facility/Auto/Equip Maint/Repair: Expenditures in this account occur as needed; thus only 1/2 of the budget has been spent through January-2015

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended January 31, 2015

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I: 5472 General Maintenance: Expenditures in this account occur as needed; thus only 3/4 of the budget has been spent through January-2015

J: 5721 Meetings / Conference: Favorable variance of \$13k is mostly attributed to \$5k for CSDA conference in Palm Springs, \$3k in savings for Trustee Field Day, \$1k for timing of Continuing Education expenditures, and \$2,600 for less than expected Monthly Trustee Expenses.

K: 5966 District Special Expense 18% of budget spent due to timing of 1) CEQA/PEIR for \$36K, 2) Public Outreach Advertising for \$45k, 3) Public Health Emergency for \$11k and 4) Disease Surveillance for \$3k. #2 and #3 are used as needed.

L: 6712 Telephone Favorable variance is attributed to the delay in replacing mobile phones while we reevaluate equipment needs for MapVision; certain features on phones have been temporarily suspended while we reevaluate other options.

M: 6725/6731 Liability Insurance and Other Insurance FY14/15 premiums were paid in full for property & liability insurance, fidelity/crime program, workers compensation coverage and helicopter liability insurance. Favorable Liability Insurance is due to a refund given by VCJPA and unfavorable Workers Compensation expenditure is due to retrospective adjustments due to pending claims from prior years.

N: 5856 Services Expenditures include the following:

Account/Description	Expenditure	Annual Budget	Difference	Comment
5856A1AD · Annual District Audit	9,935	11,000	1,065	(See below for details)
5856B1AD · Sources Database Consulting	0	8,000	8,000	
5856B2AD · Computer Tech Support (Quickbooks)	0	500	500	
5856C1AD · SCI Consultants	9,755	22,000	12,245	Benefit Assessment Engineer Fees
5856C2AD · Engineering Data Services	2,440	2,500	60	Mosquito Tax Engineer Fees
5856D1AD · Legal Services	35,852	30,000	(5,852)	(See below for details)
5856E1OP · Helicopter Service	26,518	30,000	3,482	Helicopter treatment program
5856F1LB · Certification of Lab Equipment	425	2,000	1,575	
5856G1AD · Copiers & Postage Equip Rental	7,445	11,000	3,555	
5856G2AD · Security & Fire Alarm Maintenanc	3,821	5,300	1,479	
5856G3AD · Elevator Maintenance Qtrly	2,299	5,400	3,101	
5856G4AD · Pond/Landscape Service	6,345	11,400	5,055	
5856G5AD · Voice Mail/Telephone Service	0	1,000	1,000	
5856G6AD · Network Maintenance	10,095	15,000	4,905	
5856G7AD · HVAC Maint/Back Flow Test	2,084	3,100	1,016	
5856G8AD · Electric Gate Maint	0	1,000	1,000	
5856G9AD · Lighting Fixtures	0	500	500	
5856G10AD · Hotsy Machine	15	1,000	985	
5856G11AD · ArcView	124	1,750	1,626	
5856H1AD · City of Burlingame-Alarm Fees	32	400	368	
5856I1OP · Fire Extinguisher Service	0	1,200	1,200	
5856J1AD · Janitorial Service	5,075	11,000	5,925	
5856J2AD · Comcast / Internet / GotoMyPC	2,464	4,480	2,016	
5856J3AD · Axcient (server backup)	903	1,620	717	
5856J4AD · Microsoft Intune & Email Servic	2,541	4,680	2,139	
5856L1AD · Human Resource Services	30,078	15,000	(15,078)	Mostly attributed to non budgeted recruitment fee for District Manager YTD \$12,500
5856M1AD · Payroll Service	3,145	6,500	3,355	
5856N1AD · Union Bank Monthly Fee	438	1,200	762	
5856O1AD · Background/Drug Screening	1,033	3,400	2,367	
5856Q1AD · Temporary Staffing	11,249	4,000	(7,249)	Non budgeted exp to backfill finance dept in absense of District Manger
5856R1AD · County Service Charges	2,777	3,000	223	
Total	176,890	218,930	42,040	

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Actual vs Budget Financial Analysis - General Fund
for the month ended January 31, 2015

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5856A1AD · Annual District Audit Details

Vendor	Invoice	Invoice Date	Expenditure	Description
R.J. Ricciardi, Inc.	8664	7/31/2013	3,040	FYE 6/30/13 Acctg Audit-Director (12.5 hrs)/Staff Acct (10hrs)
R.J. Ricciardi, Inc.	8768	9/30/2014	2,082	FYE 6/30/13 Acctg Audit-Director (10 hrs)/Staff Acct (2.75hrs)
R.J. Ricciardi, Inc.	8858	11/30/2014	1,563	FYE 6/30/14 Acctg Audit-Director (7 hrs)/Senior Acct (2hrs)/Staff (1.25hrs)
R.J. Ricciardi, Inc.	8895	12/31/2014	830	FYE 6/30/14 Acctg Audit-Director (4 hrs)/Senior Acct (1hr)
R.J. Ricciardi, Inc.	8931	1/31/2015	2,420	FYE 6/30/14 Acctg Audit-Director (12 hrs)/Senior Acct (4.25hrs)
Total			9,935	

5856D1AD · Legal Services

Vendor	Invoice	Invoice Date	Expenditure	Description
County of San Mateo-County Counsel	222	08/12/2014	851	Legal Services Rendered Thru 7/31/14
Burke, Williams & Sorensen, LLP	180209	08/25/2014	3,681	Legal Services Rendered Thru 7/31/14
Meredith, Weinstein & Numbers, LLP	20178	09/04/2014	1,714	Legal Services Rendered Thru 8/31/14
Burke, Williams & Sorensen, LLP	181024	09/18/2014	3,076	Legal Services Rendered Thru 8/31/14
Burke, Williams & Sorensen, LLP	182257	10/20/2014	3,441	Legal Services Rendered Thru 9/30/14
Burke, Williams & Sorensen, LLP	183663	11/26/2014	3,463	Legal Services Rendered Thru 10/31/14
Burke, Williams & Sorensen, LLP	183662	11/26/2014	2,669	Legal Services Rendered Thru 10/31/14
Burke, Williams & Sorensen, LLP	184253	12/18/2014	3,369	Legal Services Rendered Thru 11/30/14
Burke, Williams & Sorensen, LLP	184254	12/18/2014	325	Legal Services Rendered Thru 11/30/14
Burke, Williams & Sorensen, LLP	185238	01/26/2015	10,837	Legal Services Rendered Thru 12/31/14
Burke, Williams & Sorensen, LLP	185241	01/26/2015	2,425	Legal Services Rendered Thru 12/31/14
			35,852	

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

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Actual vs Budget Financial Analysis - Capital Fund
for the month ended January 31, 2015

		January-15				Year to Date				Footnote:
		MTD	MTD	MTD		YTD	YTD	YTD		
		Actuals	Budget	(Over)/Under	% of Budget	Actuals	Budget	(Over)/Under	% of Budget	
REVENUES										
1521	Interest Earned	375	400	25	94%	1,064	1,150	86	92%	<i>Immaterial</i>
49900	Other Income	0	500	500	0%	0	1,500	1,500	0%	
Total Revenue		375	900	525	42%	1,064	2,650	1,586	40%	
EXPENDITURES										
Services & Supplies										
5188	Other Misc (Union Bank Fee)	37	50	13	74%	225	350	125	64.2%	<i>Immaterial</i>
5233	Tools/Equipment	0	0	-	0%	0	0	0	0%	
5428	Repairs & Maintenance	0	0	-	0%	10,878	45,000	34,122	24.2%	A
5966	District Special Expense	0	0	-	0%	17,500	16,500	(1,000)	106.1%	B
Subtotal		37	50	13	74%	28,603	61,850	33,247	46%	
Fixed Assets										
7211	Structures/Improvements	0	0	-	0%	0	0	0	0%	
7311	Equipment	1,292	33,310	32,018	4%	169,354	201,570	32,216	84%	C
Subtotal		1,292	33,310	32,018	4%	169,354	201,570	32,216	84%	
Total Expenditures		1,329	33,360	32,031	4%	197,956	263,420	65,464	75%	% of YTD budget spent
NET INCOME										

Net Income (954) (32,460) (31,506) (196,893) (260,770) (63,877) This is a non-Revenue Generating Fund

FOOTNOTES:

A: YTD Maintenance & Repairs include the following:

	Expenditure	Budget	Difference	Comment
5428A1AD · Headquarter Painting	0	20,000	20,000	
5428A3AD · Yard Paving Mixture	0	5,000	5,000	
5428A8AD · Airboat Repairs	3,716	-	(3,716)	Unbudgeted Expense
5428A9AD · Misc Bldg Repairs	7,161	40,000	32,839	Used as needed
Total	10,878	65,000	54,122	

B: YTD District Special Expense include the following:

	Expenditure	Budget	Difference	Comment
5966A1AD · Website Upgrade	17,500	15,000	(2,500)	Digital Deployment was selected by the board for the website RFP; slightly overbudget
5966A3AD · Office Printer	0	2,250	2,250	
Total	17,500	17,250	(250)	

C: YTD Equipment Expenditures include the following:

	Expenditure	Budget	Difference	Comment
7311A2AD · Computer Equipment Lab	727	4,000	3,273	For potential replacement of computers
7311A3AD · Computer Equipment Admin	3,208	6,800	3,592	Admin laptop purchase and future potential devices for Trustees
7311A4AD · Replace Technician Laptops	4,202	4,000	(202)	
7311B4OP · Vehicles (Leases)	28,847	25,320	(3,527)	Leased Trucks (Down payments & monthly lease charges)
7311B6OP · Boats	11,429	0	(11,429)	Emergency Airboat Engine (Not budgeted)
7311C1LB · Lab Equipment	16,747	14,000	(2,747)	Lab Microscopes; overbudget
7311C2OP · Map Vision Software Project	84,121	140,000	55,879	\$84k is 1st progress payment
7311C5OP · Operations Equip (Fishpond System)	20,074	20,000	(74)	Fishpond System (For mosquito fish)
Total	169,354	214,120	44,766	

San Mateo County Mosquito & Vector Control
Profit & Loss
 July 2014 through January 2015

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	<u>Jul 14</u>	<u>Aug 14</u>	<u>Sep 14</u>	<u>Oct 14</u>	<u>Nov 14</u>	<u>Dec 14</u>	<u>Jan 15</u>	<u>TOTAL</u>
Ordinary Income/Expense								
Income								
1021 · Prop. taxes, current, secured	-	-	-	-	88,751	796,919	236	885,906
1024 · PY Secured Rede	-	-	-	-	-	-	-	-
1031 · Prop. taxes, current unsecured	-	-	-	87,288	-	-	-	87,288
1033 · Prop. taxes, prior, unsecured	-	-	-	(901)	-	-	-	(901)
1041 · Prop taxes CY secured SB 813	-	2,202	-	2,071	2,266	9,623	11,307	27,470
1046 · ERAF Rebate	-	-	-	-	-	-	286,017	286,017
1521-11 · VCJPA-Interest Income	-	-	(50)	-	-	1,121	-	1,071
1521 · Interest Earned	9,552	-	-	9,863	-	-	9,478	28,893
1831 · Homeowner Prop	-	-	-	-	-	1,632	3,808	5,439
2031 · Special Benefit Assessment	-	-	-	-	-	748,906	-	748,906
2439 · Special Mosquito Tax	-	-	-	-	-	242,674	-	242,674
2451 · Service Abatement Income	46,962	36,767	32,696	25,241	4,680	2,415	38,847	187,609
2647 · Misc Refunds/RDA/RPTTF	-	-	-	475	-	48,221	-	48,696
2658-11 · VCJPA-Misc Income	-	-	-	-	6,042	-	-	6,042
2658 · Other	-	177,500	5,077	-	-	224	-	182,802
Total Income	56,514	216,469	37,724	124,037	101,739	1,851,735	349,693	2,737,911
Gross Profit	56,514	216,469	37,724	124,037	101,739	1,851,735	349,693	2,737,911
Expense								
4111 · Reg Full-time Position	126,377	127,203	121,257	117,557	115,039	115,061	173,792	896,286
4115 · Severance Pay	-	-	74,671	916	-	-	-	75,588
4161 · Reg Part-Time Position	28,517	29,105	27,022	23,340	14,391	2,055	3,057	127,487
4311 · Social Security	1,898	1,873	1,787	1,571	998	239	190	8,555
4321 · County Retirement Plan	42,439	42,666	40,146	38,723	37,912	37,939	57,274	297,098
4412 · Health Insurance	27,761	28,310	21,915	25,983	25,456	25,996	25,441	180,862
4414 · Great-West Deferred Comp	1,000	500	250	-	-	-	-	1,750
4415 · Medicare Insurance	2,278	2,282	3,259	2,085	1,901	1,724	2,564	16,094
4422 · Dental Insurance	3,045	3,073	2,692	2,709	2,905	2,953	2,617	19,994
4431 · Vision Insurance Plan	464	464	442	427	427	427	427	3,075
4440 · Employee Commute Benefit	-	288	284	208	412	254	302	1,746
4442 · Long Term Disability	903	903	869	844	884	884	884	6,171
4451 · Unemployment Insurance	1,536	1,099	882	655	349	276	8,112	12,909
4621 · AFLAC Insurance	490	735	464	464	464	464	695	3,774
5111 · Pesticides	18,798	17,362	48,617	8,090	318	-	11,619	104,803
5121 · Clothing	1,155	689	3,508	1,345	953	683	806	9,139
5156 · Household	325	-	335	526	223	205	-	1,614
5171 · Laboratory Supplies	3,643	2,705	3,304	1,640	595	1,369	1,084	14,339
5199 · Office Expenditures	1,924	1,040	1,083	1,458	316	1,422	1,259	8,503
5233 · Special Tools / Equipment	3,837	1,889	1,667	1,565	4,433	166	1,328	14,885

San Mateo County Mosquito & Vector Control
Profit & Loss
 July 2014 through January 2015

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	<u>Jul 14</u>	<u>Aug 14</u>	<u>Sep 14</u>	<u>Oct 14</u>	<u>Nov 14</u>	<u>Dec 14</u>	<u>Jan 15</u>	<u>TOTAL</u>
5331 · Membership Dues	8,000	-	774	5,532	2,912	-	-	17,218
5416 · Gasoline / Oil / Grease	8,272	7,607	7,306	6,544	2,454	1,352	1,970	35,506
5428 · Vehicle / Equip Maint & Repair	1,905	2,250	2,559	1,965	1,173	859	2,091	12,802
5472 · Facility Maintenance & Repair	301	432	357	331	301	773	1,683	4,178
5631 · Electricity / Gas	2,553	2,454	132	4,810	112	3,483	1,976	15,520
5635 · Water / Sewer Disposal	212	1,203	262	1,459	264	1,174	236	4,810
5721 · Meeting/Conferences	3,395	1,753	2,834	4,783	5,818	6,004	5,187	29,775
5856 · Services / Consultations	22,736	32,324	39,464	13,775	23,008	17,269	28,313	176,890
5966 · District Special Expense	361	3,173	4,601	766	6,470	3,869	3,377	22,617
6712 · Telephone	1,524	1,543	1,748	1,622	1,798	1,379	1,794	11,409
6725 · Liability Insurance	39,619	-	-	-	(13,475)	-	-	26,144
6731 · Other Insurance	97,821	-	-	580	24,872	-	-	123,273
Total Expense	<u>453,090</u>	<u>314,925</u>	<u>414,489</u>	<u>272,273</u>	<u>263,681</u>	<u>228,278</u>	<u>338,078</u>	<u>2,284,813</u>
Net Ordinary Income	(396,576)	(98,456)	(376,765)	(148,236)	(161,942)	1,623,458	11,616	453,098
Other Income/Expense								
Other Income								
Transfer Out	(12,727) C	(1,429) D	(357) E	(140,000) F	-	-	-	(154,513)
Total Other Income	<u>(12,727)</u>	<u>(1,429)</u>	<u>(357)</u>	<u>(140,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(154,513)</u>
Net Other Income	<u>(12,727)</u>	<u>(1,429)</u>	<u>(357)</u>	<u>(140,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(154,513)</u>
Net Income	<u>(409,303)</u>	<u>(99,885)</u>	<u>(377,122)</u>	<u>(288,236)</u>	<u>(161,942)</u>	<u>1,623,458</u>	<u>11,616</u>	<u>298,586</u>

FOOTNOTES:

- A. Insurance Claim Payment
- B. Metro Traffic refund of overpayment & Credit Card Rebates
- C. Transfer Out from GF to CPF for Airboat Engine purchase of \$10,000 and \$2,727 for PCR Lab Electrical Work
- D. Transfer Out from General Fund (GF) to Capital Fund (CPF) for the remaining balance of Airboat Engine purchase
- E. Transfer Out from General Fund (GF) to Capital Fund (CPF) for Troubleshoot of Lobby Light Fixture
- F. Transfer Out from General Fund (GF) to Capital Fund (CPF) to fund FY14-15 Capital Expenditures

San Mateo County MVCD - Capital Project Fund
Profit & Loss
 July 2014 through January 2015

F-2 CPF

	<u>Jul 14</u>	<u>Aug 14</u>	<u>Sep 14</u>	<u>Oct 14</u>	<u>Nov 14</u>	<u>Dec 14</u>	<u>Jan 15</u>	<u>TOTAL</u>
Ordinary Income/Expense								
Income								
1521 · 1521 · Interest Earned	350	-	-	339	-	-	375	1,064
Total Income	<u>350</u>	<u>-</u>	<u>-</u>	<u>339</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>1,064</u>
Gross Profit	350	-	-	339	-	-	375	1,064
Expense								
5188 · Other Misc Expense								
188A2AD · Bank Fees	-	36	37	38	39	38	37	225
Total 5188 · Other Misc Expense	<u>-</u>	<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>	<u>38</u>	<u>37</u>	<u>225</u>
5428 · Facility/Auto/Equip Maint/Repai								
428A8AD · Airboat Repairs	-	-	3,716	-	-	-	-	3,716
428A9AD · Misc Bldg Repairs	2,727	-	236	1,784	1,715	700	-	7,161
Total 5428 · Facility/Auto/Equip Maint/Repai	<u>2,727</u>	<u>-</u>	<u>3,952</u>	<u>1,784</u>	<u>1,715</u>	<u>700</u>	<u>-</u>	<u>10,878</u>
5966 · District Special Expense								
966A1AD · Website Upgrade	-	-	8,750	-	7,000	1,750	-	17,500
Total 5966 · District Special Expense	<u>-</u>	<u>-</u>	<u>8,750</u>	<u>-</u>	<u>7,000</u>	<u>1,750</u>	<u>-</u>	<u>17,500</u>
7311 · Equipment-Capital								
311A1AD · Computer Equipment OP	-	-	-	-	-	-	-	-
311A2AD · Computer Equipment LB	-	264	-	463	-	-	-	727
311A3AD · Computer Equipment AD	-	922	-	2,286	-	-	-	3,208
311A4AD · Replacement Technician Laptops	-	-	-	4,202	-	-	-	4,202
311B4OP · Vehicles (Leased)	1,436	21,099	939	921	921	2,238	1,292	28,847
311B6OP · Boats	10,000	1,429	-	-	-	-	-	11,429
311C1LB · Lab Equipment	16,747	-	-	-	-	-	-	16,747
311C2OP · Map Vision Software Project	-	-	121	84,000	-	-	-	84,121
311C5OP · Operations Equipment	-	20,074	-	-	-	-	-	20,074
Total 7311 · Equipment-Capital	<u>28,183</u>	<u>43,788</u>	<u>1,060</u>	<u>91,871</u>	<u>921</u>	<u>2,238</u>	<u>1,292</u>	<u>169,354</u>
Total Expense	<u>30,910</u>	<u>43,824</u>	<u>13,799</u>	<u>93,693</u>	<u>9,675</u>	<u>4,727</u>	<u>1,329</u>	<u>197,956</u>
Net Ordinary Income	(30,559)	(43,824)	(13,799)	(93,354)	(9,675)	(4,727)	(954)	(196,893)
Other Income/Expense								
Other Income								
Transfer In	12,727	A 1,429	B 357	C 140,000	D -	-	-	154,513
Total Other Income	<u>12,727</u>	<u>1,429</u>	<u>357</u>	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>154,513</u>
Net Other Income	<u>12,727</u>	<u>1,429</u>	<u>357</u>	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>154,513</u>
Net Income	<u>(17,833)</u>	<u>(42,395)</u>	<u>(13,442)</u>	<u>46,646</u>	<u>(9,675)</u>	<u>(4,727)</u>	<u>(954)</u>	<u>(42,380)</u>

FOOTNOTES:

- A. Transfer In from GF to CPF for purchase of Airboat Engine in the amount of \$10,000 and \$2,727 for PCR Lab electrical work
- B. Transfer In from General Fund (GF) to Capital Fund (CPF) for the remaining balance of Airboat Engine purchase
- C. Transfer In from General Fund (GF) to Capital Fund (CPF) for Lobby Light Fixture troubleshoot work
- D. Transfer In from General Fund (GF) to Capital Fund (CPF) to fund FY14-15 Capital Expenditures

San Mateo County Mosquito & Vector Control
Balance Sheet
As of January 31, 2015

F-3 GF

	<u>Jan 31, 2015</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash	6,629,895
1010A01 · Cash-VCJPA Property Contingency	36,708
1010A02 · Cash-VCJPA Member Contingency	315,927
1020 · Cash - Petty Cash	400
Total Checking/Savings	<u>6,982,930</u>
Accounts Receivable	
1012 · 1012 · Accounts Receivable-001	63,509
Total Accounts Receivable	<u>63,509</u>
Other Current Assets	
1120 · Inventory - Pesticides	120,187
12500 · Prepaid Expenses	-
Total Other Current Assets	<u>120,187</u>
Total Current Assets	<u>7,166,626</u>
TOTAL ASSETS	<u><u>7,166,626</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	107,144
Total Accounts Payable	<u>107,144</u>
Credit Cards	
US Bank Credit Card	-
Total Credit Cards	<u>-</u>
Total Current Liabilities	<u>107,144</u>
Total Liabilities	107,144
Equity	
32000 · Retained Earnings	6,760,896
Net Income	298,586
Total Equity	<u>7,059,481</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,166,626</u></u>

San Mateo County MVCD - Capital Project Fund
Balance Sheet
As of January 31, 2015

F-3 CPF

	<u>Jan 31, 2015</u>
ASSETS	
Current Assets	
Checking/Savings	
1011 · 1010-05 Cash-Capital Project	181,961
Total Checking/Savings	<u>181,961</u>
Total Current Assets	<u>181,961</u>
TOTAL ASSETS	<u><u>181,961</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4300-1 · 4300-1 · Accounts Payable	1,750
Total Accounts Payable	<u>1,750</u>
Total Current Liabilities	<u>1,750</u>
Total Liabilities	1,750
Equity	
32000 · Retained Earnings	222,591
Net Income	<u>(42,380)</u>
Total Equity	<u>180,211</u>
TOTAL LIABILITIES & EQUITY	<u><u>181,961</u></u>

-

San Mateo County Mosquito & Vector Control
A/R Aging Summary
As of January 31, 2015

F-4 GF

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>	Footnotes
City of Foster City	25	-	-	2,679	-	2,704	A
City of Redwood City, Public Wks Svcs	-	-	-	1,497	3,092	4,589	
City of San Mateo Wastewater Treatment	46	-	-	132	-	178	
City of SSF Water Quality Control Plant	83	-	83	-	-	166	
Coastal Conservancy	-	-	-	-	3,638 B	3,638	
Dewey Pest Control	-	35,702	-	-	-	35,702	
Jasper Ridge (Stanford University)	-	-	-	-	10,875	10,875	
S.B. Restaurants dba Elephant Bar	-	-	-	-	-	-	
San Francisco Int'l Airport	-	-	-	-	-	-	
SEWER AUTHORITY MID-COASTSIDE (SAM)	51	-	-	52	-	103	
SF Commission, City & County of SF	188	-	100	-	-	288	
SF Parks Dept	-	-	-	-	-	-	
SF Public Utilities Commission	2,702	-	2,232	283	-	5,217	
Silicon Valley Clean Water (S.B.S.A.)	50	-	-	-	-	50	
TOTAL	3,145	35,702	2,415	4,643	17,605	63,509	

FOOTNOTES:

- A- Past due amounts were mostly paid as of March 2, 2015. (See below updated aging as of March 2, 2015)
- B- Coastal Conservancy withheld 10% of invoiced amount upon project completion for contingencies per contract.

San Mateo County Mosquito & Vector Control
A/R Aging Summary
As of March 2, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Foster City	-	25	-	-	-	25
City of Redwood City, Public Wks Svcs	-	-	-	-	-	-
City of San Mateo Wastewater Treatment	-	46	-	-	-	46
City of SSF Water Quality Control Plant	-	83	-	-	-	83
Coastal Conservancy	-	-	-	-	3,638 B	3,638
Dewey Pest Control	-	-	-	-	-	-
Jasper Ridge (Stanford University)	-	-	-	-	-	-
S.B. Restaurants dba Elephant Bar	-	-	-	-	-	-
San Francisco Int'l Airport	-	-	-	-	-	-
SEWER AUTHORITY MID-COASTSIDE (SAM)	-	51	-	-	-	51
SF Commission, City & County of SF	-	188	-	-	-	188
SF Parks Dept	-	-	-	-	-	-
SF Public Utilities Commission	-	2,702	-	-	-	2,702
Silicon Valley Clean Water (S.B.S.A.)	-	50	-	-	-	50
TOTAL	-	3,145	-	-	3,638	6,783

FOOTNOTES:

- B- Coastal Conservancy withheld 10% of invoiced amount upon project completion for contingencies per contract.

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
January 31, 2015

F-5

Beginning Cash per District as of December 31, 2014 6,581,324

Reductions

Payroll Related (ADP)	(171,411)	
Checks Written	(106,055)	
Bank Fee	(68)	
Total Reductions		(277,534)

Additions

Quarterly Interest	9,478	
Abatement Services	15,259	
Property Tax Revenue	15,350	
ERAF Rebate	286,017	
Refund & Rebates	-	
Total Additions		326,105

Ending Cash per District as of January 31, 2015 6,629,895

Cash per County Statement (below) 6,629,895

Difference 0

COUNTY OF SAN MATEO Verbose D E T A I L E D T R I A L B A L A N C E 01/01/2015-01/31/2015 Page
TUE, FEB 10, 2015, 10:16 AM --req: SONGH-----leg: GL JL--loc: CONT RWC--job: 8799725 #J2366--prog: GL501 <1.82>--report id: GLTBALC

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen		A	07	02706	02706	00000	00000	00000	00000	00000

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 01/01/15	8,846,947.19	2,265,623.03	6,581,324.16
	01/01/15	RJ15INTA	AutoID: JUM112A5 Job: 8767 JE	9,478.23		6,590,802.39
	01/12/15	HOE61125	AutoID: ITX112J5 Job: 8770 JE	3,807.56		6,594,609.95
	01/14/15	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	15,258.78		6,609,868.73
	01/26/15	SPS61265	AutoID: ITX126K5 Job: 8786 JE	11,306.70		6,621,175.43
	01/26/15	ER261265	AutoID: ITX126S5 Job: 8787 JE	20,096.24		6,641,271.67
	01/26/15	ER161265	AutoID: ITX126U5 Job: 8787 JE	132,094.35		6,773,366.02
	01/26/15	ER461265	AutoID: ITX126V5 Job: 8787 JE	23,522.83		6,796,888.85
	01/26/15	ERF61265	AutoID: ITX126T5 Job: 8787 JE	110,303.92		6,907,192.77
	01/28/15	JE376037	AutoID: JMB128A5 Job: 8792 JE		68.09	6,907,124.68
	01/29/15	UNC61295	AutoID: ITX129U5 Job: 8786 JE	236.21		6,907,360.89
	01/31/15	JE376520	AutoID: JHS203E5 Job: 8796 JE		106,054.57	6,801,306.32
	01/31/15	JE376521	AutoID: JHS203E5 Job: 8796 JE		171,411.46	6,629,894.86
		DR	* SUB ACCT Total *	9,173,052.01*	2,543,157.15*	6,629,894.86*
0112 Claim on Cash - Float			Prior to 01/01/15	311,203.67	311,203.67	
	01/13/15	TTLCR	AutoID: DZS113L5 Job: 8773 CR	15,258.78		15,258.78
	01/14/15	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE		15,258.78	
		DR	* SUB ACCT Total *	326,462.45*	326,462.45*	*
0270 Interest Receivable			Prior to 01/01/15	9,551.59	9,551.59	
		DR	* SUB ACCT Total *	9,551.59*	9,551.59*	*
0665 Accrued Salaries and Benefit			Prior to 01/01/15		54,723.29	54,723.29
		CR	* SUB ACCT Total *		54,723.29*	54,723.29*

**San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
Capital Fund
January 31, 2015**

F-6

Beginning Cash per District as of December 31, 2014 190,616

Reductions

Checks Written (8,992)
Bank Fee (37)
Total Reductions (9,029)

Additions

Quarterly Interest 375
Lehman Recovery Distribution -
Total Additions 375

Ending Cash per District as of January 31, 2015 181,961

Cash per County Statement (below) 181,961

Difference -

COUNTY OF SAN MATEO Verbose D E T A I L E D T R I A L B A L A N C E 01/01/2015-01/31/2015 Page 1
TUE, FEB 10, 2015, 10:16 AM --req: SONGH-----leg: GL JL--loc: CONT RWC--job: 8799725 #J2366--prog: GL501 <1.82>--report id: GLTBAL01

SORT ORDER: Primary Date within SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND DEPT	DIVISION SECTION	PROGRAM	BUDGET
GL 02705 SMC Mosq Abate-CP Proj F		A	07	02705	02705 00000	00000 00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance		
0111 Claim on Cash			Prior to 01/01/15	363,316.92	172,701.38	190,615.54		
	01/01/15	RJ15INTA	AutoID: JUM112A5 Job: 8767 JE	375.07		190,990.61		
	01/28/15	JE376037	AutoID: JMB128A5 Job: 8792 JE		36.84	190,953.77		
	01/31/15	JE376527	AutoID: JHS203F5 Job: 8796 JE		8,992.33	181,961.44		
	DR		* SUB ACCT Total *	363,691.99*	181,730.55*	181,961.44*		
0270 Interest Receivable			Prior to 01/01/15	350.15	350.15			
	DR		* SUB ACCT Total *	350.15*	350.15*			*
0813 Fund Balance Available			Prior to 01/01/15	2,185,871.85	222,628.27	-1,963,243.58		
	CR		* SUB ACCT Total *	2,185,871.85*	222,628.27*	-1,963,243.58*		
0882 General Reserves			Prior to 01/01/15		2,186,222.00	2,186,222.00		
	CR		* SUB ACCT Total *		2,186,222.00*	2,186,222.00*		
0913 Receipts - Trust Fund			Prior to 01/01/15		140,000.00	140,000.00		
	CR		* SUB ACCT Total *		140,000.00*	140,000.00*		

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
General Fund
January 31, 2015

F-7

	January 2, 2015	January 16, 2015	January 30, 2015	
Payroll ACH Disbursement (including Net Pay & Taxes)				
Total Net Pay	40,340	40,263	41,867	
Federal W/H Tax	8,250	8,243	8,771	
Social Security Tax	113	106	160	← A
Medicare	1,705	1,704	1,720	
CA W/H Tax	2,635	2,634	2,837	
CA SUI/DI	4,175	3,937	1,592	
Total	57,219	56,887	56,946	
ADP Fee drawn for the period	-	180	180	
Total amount for the period	57,219	57,066	57,126	
Total amount for the month:			171,411	

Footnotes:

A. Social Security expenditure only incurred for part-time/seasonal employees and trustees payroll.

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
15136	01/12/2015	Charles P. Hansen	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(445.18)
CH01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					<u>445.18</u>
15137	01/12/2015	Dennis J Jewell	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(445.18)
DJ01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					<u>445.18</u>
15138	01/12/2015	James Counts		1010a · Union Bank Clearing Account	(763.67)
JC12182014	12/18/2014		Reimb retiree prescription drug	412A3AD · Retiree Prescrip Drug Reimburse	58.53
JC01012015	01/01/2015		Retiree Health Reimbursement-Jan '15	412A2AD · Retiree Health Reimbursement	705.14
TOTAL					<u>763.67</u>
15139	01/12/2015	Ray Ritts	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(445.18)
RR01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					<u>445.18</u>
15140	01/12/2015	Robert Gay	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(775.61)
RG01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	775.61
TOTAL					<u>775.61</u>
15141	01/12/2015	Robert Schoeppner	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(445.18)
RS01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	445.18
TOTAL					<u>445.18</u>
15142	01/12/2015	Stanley Kamiya	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(547.61)
SK01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	547.61
TOTAL					<u>547.61</u>
15143	01/12/2015	Steven L Jensen	Retiree Health Care Premium Subsidy-Jan '15	1010a · Union Bank Clearing Account	(333.87)
SJ01012015	01/01/2015		Retiree Health Care Premium Subsidy-Jan '15	412A2AD · Retiree Health Reimbursement	333.87
TOTAL					<u>333.87</u>
15144	01/12/2015	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,936.64)
12272014	01/02/2015		Employee Contribution PPE 12/27/14	4111AD · Life and Annuity Plan	1,936.64

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					1,936.64
15145	01/12/2015	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(23,158.02)
12272014	01/02/2015		Employee Contribution PPE 12/27/14 Employer Contribution PPE 12/27/14	4111AD · Life and Annuity Plan 4321 · County Retirement Plan	4,078.99 19,079.03
TOTAL					23,158.02
15146	01/12/2015	Voya Retirement Insurance & Annuity Co.	VB2369	1010a · Union Bank Clearing Account	(250.00)
12272014	01/02/2015		Voluntary Deduction PPE 12/27/2014	4111AD · Life and Annuity Plan	250.00
TOTAL					250.00
15147	01/12/2015	Accountemps, A Robert Half Company		1010a · Union Bank Clearing Account	(889.00)
41990456	12/23/2014		Temporary Staff (Adam Rose) Wk Ending 12/19/14	856Q1AD · Temporary Staffing	595.00
42021272	12/29/2014		Temporary Staff (Adam Rose) Wk Ending 12/26/14	856Q1AD · Temporary Staffing	294.00
TOTAL					889.00
15148	01/12/2015	AFLAC	ALPO4	1010a · Union Bank Clearing Account	(626.80)
090914	12/25/2014		Employer Contributions for Dec 2014 Employee Contributions for Dec 2014	4621 · AFLAC Insurance 4111AD · Life and Annuity Plan	463.56 163.24
TOTAL					626.80
15149	01/12/2015	Alhambra	28355875054202	1010a · Union Bank Clearing Account	(161.28)
5054202-123114	12/31/2014		Drinking Water	199A3AD · Water Service	161.28
TOTAL					161.28
15150	01/12/2015	Allied Administrators for Delta Dental	Group No. 7918-7257	1010a · Union Bank Clearing Account	(2,617.42)
7918-7257Feb15	01/05/2015		Dental Plan Feb '15	422A1AD · Employee Dental Insurance	2,617.42
TOTAL					2,617.42
15151	01/12/2015	AT & T	650-344-8592	1010a · Union Bank Clearing Account	(546.34)
6503448592Dec14	12/19/2014		650-344-8592 12/19/14-01/18/15	712A1AD · Verizon / AT&T	546.34
TOTAL					546.34
15152	01/12/2015	AXCIENT	Inv-45068	1010a · Union Bank Clearing Account	(129.00)
INV-45068	01/01/2015		Automated Backup & Storage Services Jan '15	856J3AD · Axcient - Online Backup	129.00
TOTAL					129.00

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

F-8

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
15153	01/12/2015	Bay Pointe Landscape	Landscape Maintenance Dec '14	1010a · Union Bank Clearing Account	(775.00)
12302014	12/30/2014		Landscape Maintenance Dec '14	856G4AD · Pond / Landscape Service	775.00
TOTAL					775.00
15154	01/12/2015	Blue Shield	W00241471000	1010a · Union Bank Clearing Account	(15,644.08)
143500012371	12/15/2014		Health Insurance Jan '15	412A1AD · Employee Health Plan	15,644.08
TOTAL					15,644.08
15155	01/12/2015	Burke, Williams & Sorensen, LLP		1010a · Union Bank Clearing Account	(3,694.22)
184253	12/18/2014		Board Issues (Services thru 11/30/14)	856D1AD · Legal Services	2,335.22
			Personnel	856D1AD · Legal Services	493.50
			General	856D1AD · Legal Services	540.50
184254	12/18/2014		Personnel (Services thru 11/30/14)	856D1AD · Legal Services	325.00
TOTAL					3,694.22
15156	01/12/2015	California Water Service Company	A/C #9059698613	1010a · Union Bank Clearing Account	(121.13)
9059698613Dec14	12/19/2014		Water 11/19/14-12/18/14	635A3AD · CAL Water	121.13
TOTAL					121.13
15157	01/12/2015	Cardno ENTRIX	Client #33441001.00	1010a · Union Bank Clearing Account	(651.23)
108438-7	12/26/2014		MVCAC PEIR Consulting Services 11/1/14-11/28/14	966F4AD · CEQA / PEIR	651.23
TOTAL					651.23
15158	01/12/2015	Cintas Corporation #464	A/C #464-07127	1010a · Union Bank Clearing Account	(546.76)
464-07127Dec14	12/31/2014		Inv#464389516 12/02/2014 Uniform Service	121A4OP · Uniform Service	105.96
			Inv#464392281 12/09/2014 Uniform Service	121A4OP · Uniform Service	105.96
			Inv#464395008 12/16/2014 Uniform Service	121A4OP · Uniform Service	105.96
			Inv#464397779 12/23/2014 Uniform Service	121A4OP · Uniform Service	105.96
			Inv#464400496 12/30/2014 Uniform Service	121A4OP · Uniform Service	122.92
TOTAL					546.76
15159	01/12/2015	City of Burlingame-Water		1010a · Union Bank Clearing Account	(914.21)
53-310176Dec14	12/23/2014		Water Bill 10/21/14-12/18/14	635A1AD · Water / Sewer 1351 Rollins Rd	12.00
53-310184Dec14	12/23/2014		Water Bill 10/21/14-12/18/14	635A1AD · Water / Sewer 1351 Rollins Rd	290.25
53-133346Dec14	12/23/2014		Water Bill 10/21/14-12/18/14	635A1AD · Water / Sewer 1351 Rollins Rd	611.96
TOTAL					914.21
15160	01/12/2015	City of Redwood City		1010a · Union Bank Clearing Account	(138.17)

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
C33902-Dec14	12/26/2014		890 Barron Water Service 11/26/14-12/26/14	635A2AD · Water / Sewer 890 Barron Ave	64.00
B45939Dec14	12/26/2014		890 Barron Water Service 11/26/14-12/26/14	635A2AD · Water / Sewer 890 Barron Ave	74.17
TOTAL					<u>138.17</u>
15161	01/12/2015	Comcast	8155-20-028-0283815	1010a · Union Bank Clearing Account	(229.02)
8155200280283815Ja1	01/03/2015		High-Speed Internet 01/08/15-02/07/15	856J2AD · Comcast Internet / GotoMyPC	229.02
TOTAL					<u>229.02</u>
15162	01/12/2015	Compu-Data		1010a · Union Bank Clearing Account	(520.00)
60914	01/09/2015		Servers & backup unit down due to power outage (1hr)	856G6AD · Network Maintenance	130.00
60915	01/09/2015		Update agendas on website (3hrs)	856G6AD · Network Maintenance	390.00
TOTAL					<u>520.00</u>
15163	01/12/2015	De Lage Landen Public Finance	A/C #623364	1010a · Union Bank Clearing Account	(603.86)
44031145	12/27/2014		2 Blk and 1 Color Copiers Rental Period 01/10/15-02/09/15	856G1AD · Copiers & Postage Equip Rental	603.86
TOTAL					<u>603.86</u>
15164	01/12/2015	Denngo	Inv #25502	1010a · Union Bank Clearing Account	(152.00)
25502	12/22/2014		Checked exhaust fans in Seasonals locker rm due to leak.	856G7AD · HVAC Maintenance /Back Flow Tst	152.00
TOTAL					<u>152.00</u>
15165	01/12/2015	Flyers Energy, LLC		1010a · Union Bank Clearing Account	(2,110.55)
CFS-0913317	11/15/2014		Gasoline 11/1/14-11/15/14	416A1OP · Gasoline / Oil / Materials	1,616.44
CFS-0937363	12/31/2014		Gasoline 12/16/14-12/31/14	416A1OP · Gasoline / Oil / Materials	494.11
TOTAL					<u>2,110.55</u>
15166	01/12/2015	Grainger	809934680	1010a · Union Bank Clearing Account	(1,354.80)
7026960190	01/05/2015		Cable ties for labeling field equipments	233D1OP · Field Equipment	20.39
			Drum spill containment pallet for adultzide	966D1OP · Safety Misc / Regulation Compl	303.46
			Timer for men's locker room	428C3AD · Misc Facility Equip Repair	46.90
			Replacement garbage and recycle trash cans (7)	472C1AD · Misc Facility Maint / Repairs	984.05
TOTAL					<u>1,354.80</u>
15167	01/12/2015	Izmirian Roofing and Sheet Metal	Customer #20123	1010a · Union Bank Clearing Account	(253.02)
46514	01/09/2015		Seal roof leak @ Seasonals locker room	472C1AD · Misc Facility Maint / Repairs	253.02
TOTAL					<u>253.02</u>

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
15168	01/12/2015	James Barry	Inv #625033	1010a · Union Bank Clearing Account	(145.00)
625041	01/08/2015		Koi Pond Cleaning & Treatment	856G4AD · Pond / Landscape Service	145.00
TOTAL					145.00
15169	01/12/2015	Kaiser Foundation Health Plan	Group No: 07365-0000	1010a · Union Bank Clearing Account	(5,654.00)
7365-0000Feb15	01/01/2015		Health Insurance Feb '15	412A1AD · Employee Health Plan	5,654.00
TOTAL					5,654.00
15170	01/12/2015	Lampire Biological Laboratories, Inc.	Inv #297840	1010a · Union Bank Clearing Account	(160.00)
297840	12/31/2014		Chicken Blood P.O. 02706-1147	171C5LB · Lab Mosquito Blood Service	160.00
TOTAL					160.00
15171	01/12/2015	Office Depot	A/C #36568593	1010a · Union Bank Clearing Account	(526.06)
5145280	12/31/2014		Office Supplies	199A2AD · Office Supplies	526.06
TOTAL					526.06
15172	01/12/2015	Ole's Carburetor & Electric Inc.	A/C #3055	1010a · Union Bank Clearing Account	(104.29)
3055-Dec14	12/31/2014		Battery for truck	428A2OP · Plugs / Filters / Batteries	104.29
TOTAL					104.29
15173	01/12/2015	Pacific Gas & Electric-302	3027931971-6	1010a · Union Bank Clearing Account	(86.16)
3027931971-6-Dec14	12/19/2014		890 Barron Gas & Elec 11/19/14-12/17/14	631A2AD · Electric 890 Barron	86.16
TOTAL					86.16
15174	01/12/2015	Pacific Gas & Electric-558	5584709654-6	1010a · Union Bank Clearing Account	(1,656.15)
5584709654-6-Dec14	12/19/2014		Elec & Gas 12/01/14-12/29/14	631A1AD · Electric 1351 Rollins Rd	1,656.15
TOTAL					1,656.15
15175	01/12/2015	R.J. Ricciardi, Inc.	Client #3062	1010a · Union Bank Clearing Account	(830.00)
8895	12/31/2014		Acctg Audit for FYE 6/30/2014-Dir (4hrs), Snr Acct (1hr)	856A1AD · Annual District Audit	830.00
TOTAL					830.00
15176	01/12/2015	Recology San Mateo County	A/C#731001072	1010a · Union Bank Clearing Account	(301.05)
16334062	12/31/2014		Garbage Service Dec '14	472B1AD · Trash pickup 1351 Rollins Rd	301.05
TOTAL					301.05

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
15177	01/12/2015	Regional Government Services	Inv #4671	1010a · Union Bank Clearing Account	(788.50)
4671	12/31/2014		HR Services for Dec 2014 (9.5 hours)	856L1AD · Human Resource Services	788.50
TOTAL					788.50
15178	01/12/2015	San Mateo County Environmental Health	Inv #256378	1010a · Union Bank Clearing Account	(794.00)
256378	12/31/2014		Generates & recycles waste oil/solvent	966F3AD · County Environmental Health	794.00
TOTAL					794.00
15179	01/12/2015	Sharp Electronics Corporation	5410034009	1010a · Union Bank Clearing Account	(138.65)
C848916-541	12/30/2014		Copier Maintenance Contract Base Billing 12/31/14-01/30/15	856G1AD · Copiers & Postage Equip Rental	138.65
TOTAL					138.65
15180	01/12/2015	Standard Insurance Company	142979	1010a · Union Bank Clearing Account	(883.94)
142979Dec14	12/19/2014		Long Term Disability Insurance Due 01/01/15	442AD · Standard Insurance Company	883.94
TOTAL					883.94
15181	01/12/2015	Stericycle, Inc.	Cust #6122581	1010a · Union Bank Clearing Account	(303.02)
3002877210	01/01/2015		Dec '14 bio-hazard waste & dead animal pickups	171C4LB · Lab Bio Waste Disposal	303.02
TOTAL					303.02
15182	01/12/2015	Townsend & Styer Maintenance Co., LLC	Inv #1-15-215	1010a · Union Bank Clearing Account	(725.00)
1-15-215	01/01/2015		Janitorial Service Jan 2015	856J1AD · Janitorial Service	725.00
TOTAL					725.00
15183	01/12/2015	Verizon	A/C #271667168-00001	1010a · Union Bank Clearing Account	(630.15)
9737893235	12/26/2014		Usage & Monthly Access Charges 12/27/14-01/26/15	712A1AD · Verizon / AT&T	630.15
TOTAL					630.15
15184	01/12/2015	Vision Service Plan	12 173343 0001	1010a · Union Bank Clearing Account	(426.60)
121733430001Jan15	12/18/2014		Vision Plan Jan 2015	4431 · Vision Insurance Plan	426.60
TOTAL					426.60
15185	01/12/2015	Foley Electric, Inc.	Inv #17179	1010a · Union Bank Clearing Account	(145.00)
17179	01/06/2015		Replace switch & timer in mens locker room	472C1AD · Misc Facility Maint / Repairs	145.00
TOTAL					145.00

San Mateo County Mosquito & Vector Control
Check Detail
January 2015

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
15186	01/14/2015	U.S. Bank	4246-0445-5564-6391	1010a · Union Bank Clearing Account	(3,164.19)
12-22-2014	12/22/2014		District Credit Card Payment	US Bank Credit Card	3,164.19
TOTAL					3,164.19
15187	01/22/2015	Comcast	8155-20-037-0079826	1010a · Union Bank Clearing Account	(109.02)
8155200370079826Jn1	01/15/2015		High-Speed Internet 01/20/15-02/19/15	856J2AD · Comcast Internet / GotoMyPC	109.02
TOTAL					109.02
15188	01/22/2015	FedEx	A/C #1484-0841-6	1010a · Union Bank Clearing Account	(29.36)
2-908-81828	01/16/2015		Overnight ticks for testing with CDPH	199A1AD · Postage / Overnight	29.36
TOTAL					29.36
15189	01/22/2015	Great-West Life & Annuity Co	Group No. 98368	1010a · Union Bank Clearing Account	(1,936.64)
01102015	01/16/2015		Employee Contribution PPE 01/10/15	4111AD · Life and Annuity Plan	1,936.64
TOTAL					1,936.64
15190	01/22/2015	Lampire Biological Laboratories, Inc.	Inv #294804	1010a · Union Bank Clearing Account	(204.50)
297997	01/06/2015		Chicken Blood P.O. 02706-1147	171C5LB · Lab Mosquito Blood Service	204.50
TOTAL					204.50
15191	01/22/2015	One-Stop Signs	Inv #56516	1010a · Union Bank Clearing Account	(120.45)
56516	01/06/2015		Replace old "Caution" signs on chem shed	966D1OP · Safety Misc / Regulation Compl	120.45
TOTAL					120.45
15192	01/22/2015	Purchase Power	8000-9000-0074-1201	1010a · Union Bank Clearing Account	(320.99)
17662438Jan15	01/14/2015		Postage	199A1AD · Postage / Overnight	320.99
TOTAL					320.99
15193	01/22/2015	Redwood Trading Post	Cust #2511	1010a · Union Bank Clearing Account	(239.80)
98117	12/19/2014		Bugsaway hiker for lab staff (10)	966B1LB · Disease Surveillance	239.80
TOTAL					239.80
15194	01/22/2015	SM Co. Emp Retirement Assoc	SM M.A.D.	1010a · Union Bank Clearing Account	(23,158.02)
01102015	01/16/2015		Employee Contribution PPE 01/10/15	4111AD · Life and Annuity Plan	4,078.99
			Employer Contribution PPE 01/10/15	4321 · County Retirement Plan	19,079.03
TOTAL					23,158.02

San Mateo County Mosquito & Vector Control

Check Detail

January 2015

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Num	Date	Name	Memo	Account	Original Amount
15195	01/22/2015	Voya Retirement Insurance & Annuity Co.	VB2369	1010a - Union Bank Clearing Account	(250.00)
01102015	01/16/2015		Voluntary Deduction PPE 01/10/2015	4111AD - Life and Annuity Plan	250.00
TOTAL					250.00
CHECK TOTAL					<u>106,054.57</u>

NOTE:

Prior month's check numbers were 15070 to 15135. This month's checks are numbers 15136 to 15195.

San Mateo County MVCD - Capital Project Fund

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Check Detail

January 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
01/12/2015	1660	Digital Deployment	Invoice 92023; Payment 2 of 3	1010a · Union Bank Cleared Account	(7,000.00)
11/14/2014	92023		Website Development Services-Payment 2 of 3	966A1AD · Website Upgrade	7,000.00
TOTAL					<u>7,000.00</u>
01/12/2015	1661	Enterprise FM Trust	Customer #458563	1010a · Union Bank Cleared Account	(1,292.33)
01/06/2015	FBN2700720		WA2K60-0115-MR Lease charges 01/01-01/31/15	311B4OP · Vehicles (Leased)	261.08
			WA2K61-0115-MR Lease charges 01/01-01/31/15	311B4OP · Vehicles (Leased)	261.08
			WA5F24-0115-MR Lease charges 01/01-01/31/15	311B4OP · Vehicles (Leased)	202.71
			WA5F25-0115-MR Lease charges 01/01-01/31/15	311B4OP · Vehicles (Leased)	196.47
			WA4K36-0115-MR Lease charges 01/01-01/31/15	311B4OP · Vehicles (Leased)	362.24
			1003071X-OT-1 CA Tire Fee 12/31/14	311B4OP · Vehicles (Leased)	8.75
TOTAL					<u>1,292.33</u>
01/22/2015	1662	De Martini/Arnott Painting Co., Inc.	San Mateo Cty MVCD	1010a · Union Bank Cleared Account	(700.00)
12/18/2014	12182014		Painting of water damaged areas from roof leak	428A9AD · Misc Bldg Repairs	700.00
TOTAL					<u>700.00</u>
CHECK TOTAL					<u><u>8,992.33</u></u>

NOTE:

Prior month's check number was 1659. This month's checks are numbers 1660-1662.

02:18 PM

02/11/2015

Accrual Basis

San Mateo County Mosquito & Vector Control
Credit Card Transaction Detail by Account
January 2015

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Jan

Type	Date	Num	Name	Memo	Split	Amount
US Bank Credit Card						
SMCMVCD						
Credit Card Charge	12/27/2014	246921	Misc- AP	Wasserstrom-Lid or Mosq Aquatic Sampling	171C3LB · Lab Misc Supplies	90.53
Credit Card Charge	12/28/2014	249064	Hsw*hostway.com	Hosting Business-Standard 11/28/14-12/27/14	199G4AD · Web Site Hosting Fee	21.95
Credit Card Charge	12/29/2014	241640	Safeway Store	Cookies for Board Meeting	721A3AD · Board Meeting / Committee Exp	11.98
Credit Card Charge	01/02/2015	244939	MVCAC	Registration for MVCAC 2015-Fish Tank Class (Hector)	721B1AD · MVCAC Annual Meeting	100.00
Credit Card Charge	01/02/2015	244939	MVCAC	Registration for MVCAC 2015-Fish Tank Class (Brian)	721B1AD · MVCAC Annual Meeting	100.00
Credit Card Charge	01/06/2015	244921	Sprayer Depot	Parts for Sprayer Repair	428B1OP · Hand Sprayers / Parts	437.06
Credit Card Charge	01/06/2015	244921	Misc- AP	Pape Material-Forklift Tune Up Deposit	428A3OP · Garage service repairs	300.00
Credit Card Charge	01/06/2015	242669	AMCA	Conf Registration for Brian	721B2AD · AMCA Conference	350.00
Credit Card Charge	01/06/2015	242669	AMCA	Conf Registration for Nayer	721B2AD · AMCA Conference	350.00
Credit Card Charge	01/06/2015	242669	AMCA	Conf Registration for Trustee Robert Maynard	721B2AD · AMCA Conference	440.00
Credit Card Charge	01/06/2015	246104	Adobe	Adobe In Design for Brochures & Newsletters	199F1AD · Technical Books / Subscriptions	239.88
Credit Card Charge	01/06/2015	247170	Misc- AP	Delta Air-Air Ticket for Nayer to AMCA New Orleans	721B2AD · AMCA Conference	465.20
Credit Card Charge	01/07/2015	246921	Amazon.com	Replace pull starts for trucks (5)	428B2OP · Power Sprayers / Parts	92.60
Credit Card Charge	01/07/2015	244921	Sprayer Depot	Parts for Sprayer Repair	428B1OP · Hand Sprayers / Parts	163.41
Credit Card Charge	01/09/2015	244356	Airgas USA	Dry Ice for CO2 Traps	233E2LB · Dry Ice	32.48
Credit Card Charge	01/11/2015	244309	Microsoft	Windows Intune 01/01/2015-01/31/2015	856J4AD · Microsoft Intune & Email Servc	264.00
Credit Card Charge	01/12/2015	242465	Sears Roebuck	Garage shop tools	233A1OP · Shop / Maintenance tools	944.53
Credit Card Charge	01/14/2015	244921	Sprayer Depot	Parts for Sprayer Repair	428B1OP · Hand Sprayers / Parts	30.32
Credit Card Charge	01/15/2015	242465	Orchard Supply Hardware	Chain for CO2 traps	966B1LB · Disease Surveillance	20.67
Credit Card Charge	01/15/2015	246921	Amazon.com	Trays for mosquito colony	171C3LB · Lab Misc Supplies	92.60
Credit Card Charge	01/15/2015	246921	Amazon.com	Trays for mosquito colony	171C3LB · Lab Misc Supplies	92.60
Credit Card Charge	01/15/2015	240710	San Mateo Electronics	Parts/MTLS for CO2 Traps	966B1LB · Disease Surveillance	36.49
Credit Card Charge	01/15/2015	243230	Misc- AP	Monterey Airbus-Shuttle for MVCAC Workshop Speaker (2)	721B1AD · MVCAC Annual Meeting	100.00
Credit Card Charge	01/16/2015	240710	Misc- AP	Blue Line Pizza-Website Meeting	721D1AD · Misc Meeting Expenses	77.77
Credit Card Charge	01/16/2015	242465	Orchard Supply Hardware	PVC Parts & Mounting Strips	428C3AD · Misc Facility Equip Repair	20.64
Credit Card Charge	01/17/2015	244309	Microsoft	Exchange Online Standard Service 01/2015	856J4AD · Microsoft Intune & Email Servc	100.00
Credit Card Credit	01/19/2015	744921	Misc- AP	Pape Material-Credit for Overpay-Forklift Tune Up	428A3OP · Garage service repairs	(151.59)
Credit Card Charge	01/19/2015	246921	Amazon.com	iphone case for Paul	199A2AD · Office Supplies	42.98
Credit Card Charge	01/21/2015	244921	Sprayer Depot	Pumps for Argos & Trucks	428B2OP · Power Sprayers / Parts	963.76
Total SMCMVCD						5,829.86
Total US Bank Credit Card						5,829.86



P.O. BOX 6343
FARGO ND 58125-6343

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Jan



000001573 1 AB 0.406 106481899171590 P

SMCMAD
ROSENDO RODRIGUEZ
1351 ROLLINS RD
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 01-22-2015
AMOUNT DUE \$5,829.86
NEW BALANCE \$5,829.86
PAYMENT DUE ON RECEIPT

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] 000582986 000582986

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance	
[REDACTED]	\$7,078.39	\$5,981.45	\$0.00	\$0.00	\$0.00	\$151.59	\$7,078.39	\$5,829.86	
Company Total									

CORPORATE ACCOUNT ACTIVITY						
SMCMAD						TOTAL CORPORATE ACTIVITY
						\$7,078.39 CR
Post Date	Tran Date	Reference Number	Transaction Description			Amount
12-24	12-24	7479826435800000000050	PAYMENT - THANK YOU 00000 C			3,914.20 PY
01-22	01-22	74798265022000000002588	PAYMENT - THANK YOU 00000 C			3,164.19 PY

NEW ACTIVITY						
SM CNTY MOSQ VECTR CTRL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
[REDACTED]		\$151.59	\$5,981.45	\$0.00	\$5,829.86	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
12-29	12-27	24692164361000652339532	THEWASSERSTROMCOMPANY 614-228-6525 OH			90.53
12-29	12-28	24906414362012567301895	HSW*HOSTWAY.COM 866-4678929 IL			21.95
12-31	12-29	24164074364221015370322	SAFEWAY STORE 00028787 MILBRAE CA			11.98
01-05	01-02	24493985003206073261519	MOSQUITO AND VECTOR CONT 916-440-0826 CA			100.00
01-05	01-02	24493985003206073261527	MOSQUITO AND VECTOR CONT 916-440-0826 CA			100.00

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	7,078.39
		PURCHASES & OTHER CHARGES	5,981.45	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	01/22/15	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	151.59
			PAYMENTS	7,078.39
			ACCOUNT BALANCE	5,829.86
SEND BILLING INQUIRIES TO:		AMOUNT DUE		
U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335		5,829.86		



Company Name: SMCMAD
Corporate Account Number: [REDACTED]
Statement Date: 01-22-2015

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-07	01-06	24492155006849661860875	SPRAYER DEPOT 800-228-0905 FL	437.06
01-07	01-06	24492155007027899839081	PAPE MATERIAL HANDLING FREMONT CA	300.00
01-07	01-07	24692165007000707984974	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	92.60
01-08	01-06	24266965007700103593415	AMCA 732-544-4645 NJ	350.00
01-08	01-06	24266965007700103593423	AMCA 732-544-4645 NJ	350.00
01-08	01-06	24266965007700103593431	AMCA 732-544-4645 NJ	440.00
01-08	01-07	24492155007894674867474	SPRAYER DEPOT 800-228-0905 FL	163.41
01-08	01-06	24610435007004045284762	ADOBE SYSTEMS, INC. 800-833-6687 CA	239.88
01-08	01-06	24717055007870073223080	DELTA AIR 0067516443526 BELLEVUE WA ZAHIRI/NAYER OL 03-29-15	465.20
01-09	01-09	24435655009207199703321	SJC DL X LAX DL X MSY DL T LAX DL T SJC AIRGAS WEST LONG BEACH CA	32.48
01-12	01-11	24430995012400817053811	MSFT * E06000P2BI 800-642-7676 WA	264.00
01-14	01-12	24246515013708000025290	SEARS ROEBUCK 1199 SAN MATEO CA	944.53
01-15	01-14	24492155014894841316711	SPRAYER DEPOT 800-228-0905 FL	30.32
01-16	01-15	24246515016092015732316	ORCHARD SUPPLY #430 FOSTER CITY CA	20.67
01-16	01-15	24692165015000434397219	AMAZON.COM AMZN.COM/BILL WA	92.60
01-16	01-15	24692165015000434667371	AMAZON.COM AMZN.COM/BILL WA	92.60
01-19	01-16	24071055016985319470565	BLUE LINE PIZZA - BURL BURLINGAME CA	77.77
01-19	01-15	24071055016987100735685	SAN MATEO ELECTRONIC S SAN MATEO CA	36.49
01-19	01-16	24246515017401001472416	ORCHARD SUPPLY #210 MILLBRAE CA	20.64
01-19	01-15	24323005016034648355485	MAIN EVENT/MTY AIR BUS 831-373-7777 CA	100.00
01-19	01-17	24430995018400812065525	MSFT * E01000O22A 800-642-7676 WA	100.00
01-20	01-19	74492155020027965072664	PAPE MATERIAL HANDLING FREMONT CA	151.59 CR
01-20	01-19	24692165019000275712332	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	42.98
01-22	01-21	24492155021894999440785	SPRAYER DEPOT 800-228-0905 FL	963.76

Department: 00000 Total:
Division: 00000 Total:

\$5,829.86
\$5,829.86

Agenda Item # 12

MANAGER'S REPORT

SUBJECT: State, Agency and District Activities

Mosquito and Vector Control Association of California (MVCAC)

- MVCAC Legislative Day in Sacramento, March 24, 2015 – March 25, 2015 at the Citizen Hotel in Sacramento, CA. District Manager Chindi Peavey and Assistant Manager Brian Weber will attend.
- MVCAC Spring Quarterly Meeting, April 30, 2015 – May 1, 2015 at the Doubletree, Modesto, CA. District Manager Chindi Peavey will attend.
- MVCAC Summer Quarterly Meeting, July 23, 2015 at the Sheraton Grand, Sacramento, CA. District Manager Chindi Peavey will attend

American Mosquito Control Association (AMCA)

- AMCA 81st Annual Conference, March 29 – April 2, 2015 at the Hilton Riverside, New Orleans, Louisiana.
 - Conference attendees include: Trustee Robert Maynard, Assistant Manager Brian Weber, Laboratory Director Nayer Zahirri and Finance Director Rosendo Rodriguez.

Vector Control Joint Powers Agency (VCJPA)

- District Manager Chindi Peavey and Finance Director Rosendo Rodriguez attended the Annual Workshop March 5th and 6th in Walnut Creek. This event provides training and updates on the District's Insurance programs.

Local Agency Formation Commission (LAFCo)

Nothing to report at this time.

National Pollution Discharge Elimination System Permit

- Assistant Manager Brian Weber and members of the Operations staff completed the annual report of pesticide applications and submitted it in February.

Legislative Update

Nothing to report at this time. An update will be reported at the April Meeting after the District participates in MVCAC Legislative Days.

District Program Updates

- **West Nile Virus (WNV)**
 - Alameda County detected WNV in a crow on February 3, 2015. This is the first detection of WNV in the state this year. The bird was found at an elementary school in Fremont. Crows do not migrate and this bird had a high level of virus, therefore this is probably a recent infection acquired locally.
- **District Response to WNV in San Mateo County**
 - No positive birds have been detected to date in San Mateo County this year and there have been no detections of virus in mosquitoes to date this year.
 - District staff will also continue to conduct control of mosquito larvae in seasonal marshes flooded by the recent rains.
- **Eradication Work on the Invasive Mosquito (*Aedes aegypti*)**
 - Work continues with surveillance of the Yellow Fever Mosquito in Menlo Park. The District is employing (4) BG Sentinel traps, (25) AGO Adult Mosquito Traps and (21) Ovitrap within Menlo Park. Traps in this area will continue to be monitored as this invasive species mosquito has established itself in the area.
 - On 1/27/2015 District staff detected larvae of *Ae. aegypti* in Menlo Park. This is the first detection of *Ae. aegypti* activity for the year. The larva was found in an underground sump in a resident's back yard. The yards of over 100 homes surrounding this site were inspected with no further detections.
- **Mosquito Collection with CO2/EVS Traps**
 - A total of 173 adult mosquitoes have been collected to date in 2015 by CO2/EVS traps, 68% of these were *Culex pipiens* and 14% were *Cx. tarsalis*.

- 50 locations have been sampled for larvae to date in 2015, 26% of these were Aedes, 36% Culiseta, 34% Culex and 4% Anopheles.
- The only species of mosquitoes that are tested for WNV are: *Culex. pipiens*, *Culex. tarsalis*, *Culex. erythrothorax* and *Culex. stigmatosoma*.

- **Sentinel Chicken Flocks**

- For 2015, the District is constructing a new chicken coop in the City of San Mateo at the city's corporation yard. This will bring the total number of sentinel flocks to 3. Other flocks are located in East Palo Alto and Searsville Lake in Portola Valley.

- **Ticks, Hantavirus and Plague Surveillance**

- To date 10 parks have been sampled for *Ixodes pacificus* ticks. More than 200 ticks have been collected to date from these parks.
- Laboratory staff conducted a Hantavirus and Plague survey at Mt. San Bruno on January 20th and 21st.
 - Of the 100 traps that were set, only 14 traps were sampled for both Hantavirus and Plague. Blood samples for Hantavirus and plague were negative.

- **San Mateo County Disease Case Report**

- The San Mateo County Public Health Lab has reported the following cases to date in 2015. Most of which are attributed to travel:
 - Three Dengue Fever
 - One Malaria
 - Five Chikungunya

- **District Public Outreach Program**

- Replacement decals reflecting the new logo were ordered for all District vehicles. New fair display materials were purchased reflecting the District's new branding and professional image.
- Due to concerns about impersonation/forgery, new staff ID and building access badges have been ordered. These replace the existing laminated ID cards and key fobs that are currently in use.
- Since launching the new website, the page views have doubled, the pages per session have tripled, the average session duration is up by 40%, and the bounce rate is down by 32% (in short, good results).

- Results from the Resident Survey continue to show a high degree of satisfaction with services, but only a moderate level of approval of the District in general. The new website will likely help with this.
 - Two press releases were issued in February – Feb. 19: Invasive *Aedes aegypti* Mosquitoes Present in San Mateo County and Feb. 23: San Mateo County Mosquito and Vector Control District Hires New District Manager.
 - On Feb. 20, Megan spoke with a reporter from KCBS regarding the detection of *Aedes aegypti* in Menlo Park. The interview was included as an item in the noon hour news.
 - On Feb. 24, the San Mateo Daily Journal included the hiring of the new District Manager in the local news briefs.
-
- **Regional Government Services (RGS)**
 - Nothing new to report
 - **Programmatic Environmental Impact Report (PEIR)**
 - District staff will be working with contractor Cardno Entrix to complete the District's report from the regional template.
 - **Source Reduction Permit No. M77-37**
 - Nothing new to report

Trustee Programs

- **Trustee Ethics Training (AB1234)**
 - This training is mandatory for trustees.
 - Please contact the District's HR department for information on your expiration date and the website to complete the training.
- **Trustee Sexual Harassment Prevention Training (AB1825)**
 - This training is mandatory for trustees.
 - Please contact the District's HR department for information on your expiration date
 - For those Trustees who need to fulfill this requirement, we will be sending you information on how to take this training online.
- **Form 700 Statement of Economic Interests for 2014-2015**

- It's that time of the year again!! Please be sure to submit your **original signed** Form 700 document by the next board meeting: Wednesday, March 11, 2015.
- **Trustee Appointments Expiring**
 - This is a reminder that the following Trustee's appointments will be expiring and to please inform your appointing agency. Reminders will be sent to each city clerk.
 - Half Moon Bay, Trustee Martin expires 04/01/15
 - Millbrae, Trustee position **OPEN**, expires 12/31/15

REFERENCE MATERIALS AVAILABLE IN THE OFFICE:

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

- A. California Arbovirus Surveillance Bulletins
- B. Adult Mosquito Collection Reports
- C. Helicopter Treatment Flyer
- D. OMRI Listed Notification dated March 2, 2012
- E. BCDC Permit No. M77-37
- F. US Fish and Wildlife Service Report on Mosquito Management on National Wildlife Refuges dated May 27, 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