



**REGULAR MEETING
OF THE BOARD OF TRUSTEES
October 11, 2023, 6:00 PM
AGENDA**

All public members seeking to observe and/or to address the local legislative body in person or otherwise electronically can do so in the manner described below.

HOW TO OBSERVE THE MEETING:

In-person: *Regular meetings* of the Board of Trustees shall be held on the 2nd Wednesday of each calendar month at 6:00 p.m. in the Board Room of the San Mateo County Mosquito and Vector Control District, 1351 Rollins Road, Burlingame, California.

All Trustees must attend the meeting in person unless a valid exception applies under AB 2449 or existing Brown Act requirements.

Telephone: Listen to the meeting via Zoom at (408) 636-0968 or (669) 900-6833.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. If the line is busy, more phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

HOW TO SUBMIT PUBLIC COMMENTS:

Live Participation: Public comments may be made by members of the public via Zoom. During the meeting, the Board President or designee will publicly announce the opportunity to comment. Use the "raise hand" feature (or press *9 to "raise hand" on the phone) during the public comment period for the agenda item you wish to address. The Zoom host will call on people to speak by the name provided or the last four digits of the phone number for dial-in attendees.

Written Comments: Public comments may be submitted by email to comments@smcmvcd.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you want your comment read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 12:00 PM, the day of the meeting, will be included as an agenda supplement on the District's website under the relevant meeting

date and provided to the Trustees at the meeting. Comments received after this time will be read aloud at the meeting.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting at (650) 344-8592 or bweber@smcmvcd.org. Advanced notification will enable the District to resolve such requests to ensure accessibility swiftly.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

CEQA NOTICE:

Unless expressly stated otherwise on the agenda (that an MND or EIR is being considered), discretionary actions taken on agenda items will include a finding by the Board that the action is exempt under CEQA. More information about the CEQA determination can be found in the corresponding staff report.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- Announcements/Consideration and Approval of Requests by Trustees to Participate Remotely Pursuant to AB 2449 (Government Code 54943(f)). Information about the requirements of AB-2449 can be found at the following link.

[Bill Text - AB-2449 Open meetings: local agencies: teleconferences.](#)

- Trustee Parker will attend remotely pursuant to ADA accommodation.
- Trustee Reichel will attend remotely in compliance with AB-2449
- The Secretary of the Board will take roll call.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS This time is reserved for public members 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 (or six minutes where a translator is used). Speaker cards are available for those making a public comment.

5. CONSENT CALENDAR

All items on the Consent Calendar will be considered by one (or more) action(s) of the Board unless any Trustee would like to discuss any item listed, in which case, it may be pulled from the Consent Calendar.

A. Meeting Minutes

Minutes from September 13, 2023

ACTION: Motion to approve the Consent Calendar

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

The Chair of each committee listed below will provide a report on the committee's actions and present any recommendations to the Board.

A. Finance Committee Report

1. Finance Committee Report – October 2, 2023

Report by: Mason Brutschy, Committee Chair

B. Consider transferring \$1,500,000 from the District’s Real Estate Acquisition Fund to the District’s alternative depository (CalCLASS).

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to authorize District Manager Weber to transfer not-to-exceed \$1,500,000 from the District’s Real Estate Acquisition Reserve Fund held by the San Mateo County Treasury to CalCLASS.

C. Review the Financial Report for FY 2023-24 as of August 31, 2023

Report by: Finance Director, Richard Arrow, CPA

ACTION: Motion to approve Financial Report FY 2023-24 as of August 31, 2023

D. Ad hoc Board Officer Nominating Committee Report

Report by: Donna Rutherford, Committee Chair

7. STAFF REPORTS

- A. Operations Director Casey Stevenson will provide an update on Field Operations.
- B. Laboratory Director Angie Nakano will provide an update on Laboratory activities.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles will provide a PowerPoint presentation on the evaluation of the District’s rodent inspection program
- D. Information & Technology Director Matthew Nienhuis will update the District technology matters.

8. MANAGER’S REPORT

Manager Weber will provide an update on relevant District information.

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

10. ADJOURNMENT



**REGULAR MEETING OF THE BOARD OF TRUSTEES
September 13, 2023
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on September 13, 2023. Location: **1351 Rollins Road Burlingame, CA 94010**

TRUSTEES PRESENT:

Mason Brutschy	Town of Atherton
Chuck Cotten	City of Belmont
Rena Galligan	City of Burlingame
Carolyn Parker	City of Brisbane
Laura Walsh	Town of Colma
Desiree LaBeaud	County-at-Large
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto
Paul Norton	City of Foster City
Kati Martin	City of Half Moon Bay
D. Scott Smith	Town of Hillsborough
Catherine Carlton	City of Menlo Park
Peter DeJarnatt	City of Pacifica
Ray Williams	Town of Portola Valley
Kat Lion	City of Redwood City
Robert Riechel	City of San Bruno
Ed Degliantoni	City of San Mateo
Michael Yoshida	South San Francisco
Paul Fregulia	Town of Woodside

TRUSTEES ABSENT: Muhammad Baluom, City of Millbrae
Ron Collins, City of San Carlos

OTHERS PRESENT: District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill
Laboratory Director, Angie Nakano
Operation Director, Casey Stevenson
Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis
Vector Control Technician, Evan Osterman



1. CALL TO ORDER

The meeting was called to order at 6:03 P.M.

2. PLEDGE OF ALLEGIANCE

Trustee Rena Gilligan led the Pledge of Allegiance.

3. ROLL CALL

The roll call indicated that 18 Trustees were present, including 18 Trustees in the boardroom and 1 Trustee on Zoom video conference, constituting a quorum. Trustee Parker noted she was participating remotely pursuant to an ADA accommodation. Trustee Parker left the meeting at 7:00 PM during agenda item 6E. 2 Trustees (Baluum and Collins) were absent and 1 was excused (Collins).

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Public Comment: None

Board Comment: None

5. CONSENT CALENDAR

1. Approval of Minutes from September 13, 2023

2. Approval of Sole Source Capital purchase of a King Fisher Duo Prime Bench Top Automated Extraction Instrument for \$18,437.75 from Thermo Scientific

Public Comment: None

Board Comment:

ACTION: Motion by Trustee Scott Smith, second by Trustee Glen Sylvester, to approve consent items 1 and 2. Motion passed by 19 yeas, 0 noes.



REGULAR

AGENDA

6. BOARD COMMITTEE REPORTS

A. Real Estate Committee Report

Committee Chair Paul Norton and members met on September 5, 2023 at a joint meeting with the Finance Committee. Steve Grist, Project Manager, from Aetypic attended. Chair Paul Norton provided a written report in the Board Packet. The status of the 1415 N. Carolan property was reviewed, including projected cost draft visioning reports on what is necessary to move the project forward. The Board and Finance Committee recommended that the Manager spend an amount not to exceed \$530,923.00 to create construction documents related to the Carolan property. This recommendation is addressed under agenda item 6E.

B. Consider transferring \$1,000,000.00 from the District's Real Estate Acquisition Fund to the District's Alternative Depository (CalCLASS).

Finance Director Richard Arrow provided a written report in the Board Packet. He is recommending the transfer of \$1,000,000.00 to the District's alternative Depository, CalCLASS; it would enhance interest income opportunities that would benefit the District Real Property Acquisition Reserve while maintaining liquidity. The possibility of additional transfers over the coming months was also noted.

Public Comments: None

Board Comments: There were comments on salary saving.

ACTION: MOTION made by Trustee Robert Riechel, seconded by Trustee Paul Norton. Passed by 19 yeas, 0 noes.

C. Review the Financial Report for FY 2022-23 as of June 30, 2023

Finance Director Richard Arrow provided a written report in the Board Packet. He highlighted total revenues received from July 1, 2022, through June 30, 2023, YTD were \$6.8 million, total expenditures YTD \$5.8 million, and the change in fund balance was \$1.0 million. The District had \$9.2 million in cash in County Treasury and \$201,738 in CalCLASS.



Public Comment: None

Board Comment: None

ACTION: MOTION made by Trustee Robert Riechel, seconded by Trustee Laura Walsh, to approve the Financial Report for FY 2022-23 as of July 31, 2023. Passed by 19 yeas, 0 noes.

D. Review the Financial Report for FY 2023-24 as of July 31, 2023

Finance Director Richard Arrow provided a written report in the Board Packet. He indicated the Finance Report was not much different from the previous report. There is nothing unusual in the budget. Mr. Arrow pointed out that the revenues received through July 31, 2023, were under-budgeted by \$30,038.00, resulting from the timing of programs and other revenues. Accounts Receivable greater than 90 days were \$163.90. Currently, total Accounts Receivable over 90 days have a zero balance.

Public Comment: None

Board Comment: None

ACTION: MOTION made by Trustee Ed Degliantoni, second by Trustee Peter DeJarnatt, to approve the Financial Report for FY 2023-24 as of July 31, 2023. Passed by 19 yeas, 0 noes.

E. Ad-Hoc Real Estate Committee Report and Authorizing the District Manager to Approve a Scope of Work with Aetypic and Budget Authorization for a not-to-exceed amount of \$530,923.00 to Create Construction Documents for 1415 N. Carolan Avenue

Committee Chair Paul Norton provided a written report in the Board Packet. The Committee met on August 10, 2023; also in attendance was Steve Grist, Project Manager with Aetypic. District Manager Weber reported on the Real Estate Project's timeline and Associated Costs. He requests an amount not to exceed \$530,000.00 for expenses driven by Building Code, Semitic Upgrades, and ADA Compliance.

Public Comment: None

Board Comment: There was a robust discussion by several Trustees on construction documents, permits from the City of Burlingame, purchase costs of the former Redwood City site, and timelines and finance rates from then to now.



ACTION: MOTION made by Trustee Scott Smith, second by Trustee Chuck Cotten, to approve Item 6.E. Approve Scope of Work with Aetypic and Authorize an amount not to exceed \$530,923.00 to create construction documents for 1415 N. Carolan Avenue. Passed by 18 yeas, 0 nays.

F. Ad-Hoc Board Officer Nominating Committee Report

Committee Chair Donna Rutherford and members met on September 5, 2023. A written report was provided in the Board Packet. Attending from the Policy Committee was Chair Robert Riechel. District Manager Brian Weber and District Counsel Alexandra Barnhill were also present. The Committee reviewed potential changes to Policy 4150 Nomination of Board Officers (unedited and edited version provided). Policy Chair Riechel led Board Policy 4060 Board Secretary discussions. Out of an abundance of caution, Committee Chair Rutherford opted to recuse herself from providing input on Board Policy 4060 due to a potential conflict of interest as she serves as Board Secretary based in part on the advice from General Counsel Barnhill. The report is informational.

G. Review Changes to Policy 4150 Nomination and Election of Board Officer as recommended by the Ad-Hoc Board Officer and Policy Committee

Committee Chair Donna Rutherford reviewed proposed changes to the Board of Trustees on Policy 4050. District Manager Weber, General Counsel Barnhill, and Policy Chair Riechel made comments.

Public Comments: None

Board Comments: Trustee Rutherford thanked the Ad-Hoc BONC for their work moving this task forward with the help of District Manager Weber, Policy Chair Riechel, and General Counsel Barnhill for their critical input.

ACTION: The motion to adopt Policy 4150 was combined with the motion for Policy 4060.

H. Review Changes to Policy 4060 Board Secretary as recommended by the Ad-Hoc Board Officer and Policy Committee

Chair Rutherford passed reporting on Policy 4060 to Policy Chair Riechel for discussion. General Counsel Barnhill asked Secretary Rutherford to leave the room. Vice President Kat Lion recorded the vote.

Public Comments: None

Board Comments: None

ACTION: MOTION made by Trustee Robert Riechel, seconded by Trustee Ed Degliantoni to adopt Board Policies 4150 and 4060 as proposed by staff. Passed by 17 yeas, 0 nays, 1 abstention (Rutherford).



Secretary Rutherford rejoined the Board following this item.

I. Ad-Hoc Manager's Review Committee Report

Ad-Hoc Committee Chair Kat Lion reported the District Manager's Review Evaluation has been emailed to all Trustees. The form must be completed and returned to her by October 1, 2023. If you have any questions, please get in touch with her.

7. STAFF REPORTS

- A.** Operation Director Casey Stevenson provided a written report in the Board Packet on Field Operations. He has ten seasonal employees who will help treat Invasive Spartina using grant funding. This plant can clog waterways and create a mosquito-breeding habitat.
- B.** Laboratory Director Angie Nakano provided a written report on Laboratory Activities. She reports being busy with West Nile Virus except in San Mateo County. Her staff is monitoring Yellow Jackets at a few sites in the County to depict when Yellow Jackets are most abundant and will provide a sense of seasonal variation. The monitoring program is part of a project to determine the effectiveness of Yellow Jackets baits available to homeowners and other property managers.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She reported that the Open House on August 12, 2023, was well attended. Many attendees commented on their impressed with the District's staff knowledge and enthusiasm. Dt. Curtis Robles makes presentations all over the County where she shares information about the district services and the history of the District, as well as information about mosquito and Yellow Jacket biology.
- D.** Informational & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He reported on 3D printing and other technology. The District acquired a useful technology free from the County Library System and an Ultimaker 2 plus 3D printer. This model may not be the latest, but it is an economical entry point into 3D printing. It allows staff to explore various use cases and designs for mosquito control. Mr. Nienhuis shared a mosquito dipper he made with the 3D printer with the Board of Trustees. He will inform the Board of their progress and developments.

8. MANAGER'S REPORT

District Manager Brian Weber provided a written report in the Board Packet. He commented that the Open House attendance was a great turnout. He reminded the Board Members of the American Mosquito Control Association (AMCA) Conference on March 4-8, 2024, in Dallas, TX. The 92nd Annual Mosquito and Vector Control Association of California (MVCAC) Conference is January 20-24, 2024, in Monterey, CA. District Manager Weber participated in a presentation on the ABC's Alternative Delivery Models for Capital



Improvement Projects. Given the upcoming 1415 N. Carolan Avenue construction project, he found this helpful information.

9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Next Meeting is October 11, 2023, at 6:00 p.m., the 2nd Wednesday of the Month.

10. ADJOURNMENT: 7:57 P.M

Kati Martin, Board President

Donna Rutherford, Board Secretary

I certify that the above minutes were approved as read or corrected at a meeting of the Board held in 2023.

** All reports provided to the trustees at the board meeting will be available upon request.

Approved:

District Manager

Board President

Agenda Item 6A

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee Meeting of the Board of Trustees

Finance Committee members attended a meeting on October 2, 2023. Attendees included Committee Chairs Mason Brutschy, Robert Riechel, Kati Martin, Muhammad Baluom, and Ron Collins. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information and Technology Director Matthew Nienhuis.

- Finance Director Richard Arrow presented the preliminary Financial Report for FY 22-23 as of August 31, 2023. After a brief discussion highlighting the financial condition and results of operations for those periods, it was unanimously approved to forward the financial reports to the District’s Board of Trustees for approval.
- Finance Director Richard Arrow requested the Finance Committee to consider transferring an additional \$1,500,000 to the District’s alternative depository (CalCLASS). After discussion it was agreed that the committee would recommend the Board authorize an additional transfer from District funds within the County Treasury to CalCLASS to enhance interest income opportunities that would benefit the District. It was further agreed that funds so transferred would be associated with the Districts Real Property Acquisition Reserve. In addition, the Finance Committee chair requested the most recent audit of CalCLASS. This document was furnished to all Finance Committee members.
- Finance Director Richard Arrow presented a report on the impact of ballot initiative 21-0042A1 concerning the government’s ability to raise revenue. Staff have discussed the potential impact with the District’s engineer John Bliss. He believes the District is in a favorable position to continue our benefit assessment. He advises it may be advantageous to consider increasing future benefit assessments by the accumulated “banked” COLA. This action will be discussed in the Spring upon the presentation of the 2023-24 budget process.
- A brief report regarding 1415 N. Carolan was presented by Brian Weber, District Manager. To date, we have spent approximately \$135,000. The second phase of approximately \$530,000 associated with the drafting of construction documents is

underway. Staff will be meeting with potential project contract managers in the near future.

Agenda Item 6B

SUBJECT: CONSIDER TRANSFERRING FUNDS FROM THE REAL PROPERTY ACQUISITION FUND HELD BY THE COUNTY OF SAN MATEO TREASURER TO THE DISTRICT'S ALTERNATE FUND DEPOSITORY (CALCLASS) IN AN AMOUNT OF \$1.5 MILLION DOLLARS

SUMMARY

Staff recommends transferring \$1,500,000 from the Real Property Acquisition Fund held by the County of San Mateo Treasurer to CalCLASS. The primary reason for this recommendation is the higher interest rate offered by CalCLASS, which currently stands at 5.473% compared to the 3.206% interest return provided by the County Treasury. This difference in interest rates presents an opportunity for the District to optimize its funds and maximize returns on its investments while waiting for pre-construction work to be completed. Although the \$1,500,000 is considered a liquid asset and could be withdrawn from CalClass at any time, it is assumed the funds would not be needed to cover construction expenditures until late 2025 at the earliest.

BACKGROUND

At their meeting on March 8, 2023, the Board of Trustees approved the selection of CalCLASS as the alternative depository for the District and authorized an initial transfer of \$200,000. An additional transfer of \$1,000,000 was approved on September 13, 2023. These transfers result from the District's review of best management practices for local government and the creation of District **Policy 6075** Liquid Asset Management. The policy provides clear investment guidance for managing District liquid assets while ensuring compliance with California Government Code Section 53600 et. seq. and other relevant state laws.

DISCUSSION

As with the most recent transfer from the County Treasury, CalCLASS continues to outcompete with a return on investment of nearly 2.3 percent. The latest information as of September 29, 2023, and August 31, 2023, respectively, in terms of investment earnings is as follows:

- CalCLASS: 5.473%
- San Mateo County Treasury: 3.206%

Transferring \$1,500,000 from the Real Property Acquisition Fund held by the County of San Mateo Treasurer to CalCLASS is a prudent financial decision, given the significantly higher interest earnings potential at CalCLASS compared to the County Treasury. This move aligns with the District's fiscal responsibility and aims to optimize the use of public funds. The treasurer has a constraint that 12.5% of

the previous month's fund balance can be transferred at any given time. Therefore, a series of transfers may be necessary to accomplish the \$1,500,000 balance.

This item was recommended by the Finance Committee at their October 2, 2023 meeting.

RECOMMENDATION

Recommend the Board authorize the District Manager to transfer \$1,500,000 from the District's Real Property Acquisition Fund held by the San Mateo County Treasury to CalCLASS.

MATERIALS PROVIDED UPON REQUEST:

1. District Policy 6075 Statement of Investment Policy for Liquid Assets
2. CalCLASS portfolio performance as of September 29, 2023
3. San Mateo portfolio performance as of August 31, 2023



Item 6C

**Preliminary
Monthly Financial Report
Month Ending August
2023**

Staff Recommendation: Motion to recommend approval of the August 31, 2023, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through August 31 (YTD) were \$ 392.1 thousand; total expenditures YTD were \$ 1.43 million; and the change in fund balance was \$ 1.04 million. The District had \$ 8 million in cash available in County Treasury and \$ 203.6 thousand in CalCLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2023:	\$ 9,062,890	\$ 754,020	\$ 9,816,910
Revenues/Resources	\$ 392,089	\$ -	\$ 392,089
Due To (From) Funds	\$ -	\$ -	\$ -
Expenditures	\$ 1,426,308	\$ 7,201	\$ 1,433,509
Prior Year Adjustment	\$ (1,091)		\$ (1,091)
Change in Fund Balance	(1,035,310)	(7,201)	(1,042,510)
* Ending Fund Balance	\$ 8,027,581	\$ 746,819	\$ 8,774,399

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 160,226	\$ -	\$ 160,226
Pension Rate Stabilization Reserve	\$ 110,183		\$ 110,183
Assigned (Capital Improvements)	\$ -	\$ 746,819	\$ 746,819
Public Health Emergency Fund	\$ 800,000	\$ -	\$ 800,000
Natural Disaster Emergency Fund	\$ 650,000	\$ -	\$ 650,000
Real Property Acquisiton Fund	\$ 2,434,670	\$ -	\$ 2,434,670
Debt Service Repayment Fund	\$ 1,000,000	\$ -	\$ 1,000,000
Unrestricted Fund Balance	\$ 2,872,502	\$ -	\$ 2,872,502
Total	\$ 8,027,581	\$ 746,819	\$ 8,774,399



Budget Variances

Revenues

Actual revenues received through August 31, 2023, were over budget by \$ 315,533 resulting from payments of ERAF rebate received in August.

Expenditures

Expenditures through August 31, 2023 were over budget by \$ 9,221 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over/ Under	Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$4,031	99.0%	No significant variance.
Employee Benefits	Over	\$12,927	103.8%	Insignificnat timing differences.
Insurance	Under	\$10,457	94.5%	Insurance Costs less than budgeted.
Computer Hardware & Software	Over	\$10,011	177.1%	Timing of Mapvision license cost.
Facilities Maintenance	Under	\$4,286	52.9%	Timing of Facility Expenditures
Capital	Under	\$4,573	60.8%	Timing of Capital expenditurs.

The Board’s budget level of control is at the category level, for example Salaries, Benefits, Admin., Operations, etc. The above table provides explanations for variances over \$ 4,000.

Questions

Please direct all inquiries related to this financial reporting package to the District Manager, Brian Weber, before the board meeting to allow for adequate research. He can be reached at the District office at (650) 344-8592 or via email at bweber@smcmvcd.org.

Approval

This month’s financial statements are fairly presented. The District Manager and Finance Director approved all disbursements and the monthly bank reconciliation. A Board Officer and the District Manager signed all checks.



Attachments:

1. Statement of Financial Position/Balance Sheet

2. Statement of Revenues, Expenditures and Change in Fund Balance

3. Budget Variance Reports

Month

YTD

YTD compared with adopted budget

4. Accounts Receivable Aging Summary

On the August 2023 summary, accounts receivable outstanding greater than 90 days total is \$ 669 from the San Francisco International Airport (\$563) and the San Francisco Zoo (\$106). Staff is currently contacting agencies to ensure collections.

5. Cash Activity & Reconciliation to County

The District's accounting system is fully reconciled with the County statement.

6. Payroll Disbursement

All payroll disbursements were made to employees and trustees for their monthly stipends. All employees were paid per District salary and wage schedule and longevity policies.

7. Check Detail

This month, the District wrote General Fund checks numbers from 2164 to 2229. Last month's check number ended at 2163. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In August 2023, 66 checks written from the General Fund totaled \$ 196,098.58. In addition, the District wrote 1 check from the Capital Fund totaling \$ 3,542.33 (check number 1261).

8. Purchase Card Report and Bank Statement

All card purchases for the month were from commercial vendors and met the District purchase card policy. A copy of the purchase card bank statement is attached. Also, descriptions of all purchases from Amazon are included in the attached detailed purchase card transactions report.

San Mateo County Mosquito & Vector Control District
 Balance Sheet
 As of Aug 31, 2023

	Total Aug 31, 23	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	7,315,912	7,315,912	
1013 · Checking -US Bank - GF x3353	64,094	64,094	
1018 · Cash-Cal CLASS	203,582	203,582	
1020 · Cash-County Treasury-CPF x2705	746,369		746,369
1023 · Checking -US Bank - CPF x4183	-		-
1026 · County Funds - FMV	(262,567)	(263,017)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	110,183	110,183	
Total Checking/Savings	8,177,973	7,431,154	746,819
Accounts Receivable			
1100 · Accounts Receivable	71,787	71,787	
1105 · Interest Receivable	-	-	-
Total Accounts Receivable	71,787	71,787	-
Other Current Assets			
1220 · VCJPA-Member Contingency Fund	477,718	477,718	
1230 · Pesticide Inventory	160,226	160,226	
Total Other Current Assets	637,944	637,944	-
Total Current Assets	8,887,704	8,140,885	746,819
TOTAL ASSETS	8,887,704	8,140,885	746,819
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	113,304	113,304	-
Total Accounts Payable	113,304	113,304	-
Credit Cards			
1040 · US Bank Purchase Card	-	-	
Total Credit Cards	-	-	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	
Total Other Current Liabilities	-	-	-
Total Current Liabilities	113,304	113,304	-
Total Liabilities	113,304	113,304	-
Fund Balance			
Beginning Fund Balance, 7/1/2023	9,816,910	9,062,890	754,020
Due To (From) Funds			
Prior Year Adjustment	(1,091)	(1,091)	
Revenues Over Expenditures	(1,041,419)	(1,034,219)	(7,201)
Ending Fund Balance *	8,774,399	8,027,581	746,819
TOTAL LIABILITIES & FUND BALANCE	8,887,704	8,140,885	746,819
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	160,226	160,226	-
Pension Rate Stabilization Reserve	110,183	110,183	
Assigned (Capital Improvements)	746,819	-	746,819
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisiton Fund	2,434,670	2,434,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	2,872,502	2,872,502	-
Total Fund Balance	8,774,399	8,027,581	746,819

Statement of Revenues, Expenditures Budget vs. Actual
July 2023 through June 2024

Month of Report:
August, 2023

GENERAL FUND:

Ordinary Revenues/Expenditures

Revenues

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
Total 4000 · PROGRAM REVENUES	2,506,718	70,536	(2,436,182)	2.8%	75,967	(5,431)	92.9%	34,210	49,906	15,696	145.9%
Total 4100 · PROPERTY TAX REVENUES	3,592,034	3,061	(3,588,973)	0.1%	-	3,061	0.0%	-	3,061	3,061	0.0%
Total 4200 · OTHER TAX REVENUES	799,499	315,441	(484,058)	39.5%	-	315,441	0.0%	-	315,441	315,441	0.0%
Total 4300 · OTHER REVENUES	115,848	3,051	(112,797)	2.6%	589	2,462	518.0%	589	1,163	574	197.5%

Total Revenues

	7,014,099	392,089	(6,622,010)	5.6%	76,556	315,533	512.2%	34,799	369,572	334,773	1062.0%
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Expenditures

Total 5000 · SALARIES & WAGES	3,277,706	384,827	2,892,879	11.7%	388,858	(4,031)	99.0%	251,041	254,188	3,147	101.3%
Total 5100 · EMPLOYEE BENEFITS	1,344,973	357,079	987,894	26.5%	344,152	12,927	103.8%	92,843	91,831	(1,012)	98.9%
Total 5200 · TRAINING - BOARD & STAFF	73,010	14,544	58,466	19.9%	11,330	3,214	128.4%	8,063	6,873	(1,190)	85.2%
Total 5300 · ADMINISTRATION	412,667	44,852	367,815	10.9%	46,243	(1,391)	97.0%	12,324	10,767	(1,557)	87.4%
Total 5400 · INSURANCE	188,516	178,059	10,457	94.5%	188,516	(10,457)	94.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	102,816	22,997	79,819	22.4%	12,986	10,011	177.1%	6,483	8,040	1,557	124.0%
Total 5500 · FACILITIES MAINTENANCE	54,640	4,824	49,816	8.8%	9,110	(4,286)	52.9%	4,553	2,359	(2,194)	51.8%
Total 5550 · UTILITIES	64,264	10,639	53,625	16.6%	10,714	(75)	99.3%	4,796	6,205	1,409	129.4%
Total 5600 · FLEET MAINTENANCE	64,650	11,252	53,398	17.4%	8,950	2,302	125.7%	4,470	6,981	2,511	156.2%
Total 5700 · OPERATIONS	284,821	43,964	240,857	15.4%	43,067	897	102.1%	15,856	31,921	16,065	201.3%
Total 5800 · LABORATORY	95,653	10,890	84,763	11.4%	10,163	727	107.2%	5,081	6,202	1,121	122.1%
Total 5900 · PUBLIC OUTREACH	133,369	24,287	109,082	18.2%	20,446	3,841	118.8%	8,293	14,873	6,580	179.3%
Total 6500 · DEBT SERVICE	318,094	318,094	-	100.0%	318,094	-	100.0%	-	-	-	0.0%

Total Expenditures

	6,415,179	1,426,308	(4,988,871)	22.2%	1,412,629	13,679	101.0%	413,803	440,239	26,436	106.4%
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General Fund Net Revenues Over Expenditures

	598,920	(1,034,219)	(1,633,139)		(1,336,073)	301,854		(379,004)	(70,667)	308,337	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	-	-	0.0%	-	-	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,599,626	7,201	2,592,425	0.3%	11,658	(4,457)	61.8%	5,827	3,600	(2,227)	61.8%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,599,626)	(7,201)	2,592,425		(11,658)	4,457		(5,827)	(3,600)	2,227	
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San Mateo County Mosquito & Vector Control District
A/R Aging Summary
 As of August 31, 2023

08/31/2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
California Invasive Plant Council	20,519.75	0.00	5,119.09	0.00	0.00	25,638.84
City of Foster City	8,326.98	0.00	5,066.34	0.00	0.00	13,393.32
City of Pacifica Public Works Wastewater	0.00	0.00	78.08	0.00	0.00	78.08
City of Redwood City, Public Works	4,982.82	0.00	3,752.30	0.00	0.00	8,735.12
City of San Francisco, Parks	5,088.01	0.00	0.00	0.00	0.00	5,088.01
City of San Francisco, Public Utilities	105.65	0.00	193.68	0.00	0.00	299.33
City of San Mateo, Wastewater Treatment	158.86	0.00	166.86	0.00	0.00	325.72
City of South San Francisco Water Quality	162.96	0.00	168.06	0.00	0.00	331.02
San Francisco Int'l Airport	6,770.27	0.00	0.00	582.27	563.44	7,915.98
San Francisco Zoological Society	0.00	0.00	0.00	0.00	105.65	105.65
Sewer Authority Mid-Coastside	0.00	0.00	78.08	0.00	0.00	78.08
Silicon Valley Clean Water	491.70	0.00	327.80	0.00	0.00	819.50
Stanford University - Jasper Ridge	3,299.09	0.00	5,679.69	0.00	0.00	8,978.78
TOTAL	<u>49,906.09</u>	<u>0.00</u>	<u>20,629.98</u>	<u>582.27</u>	<u>669.09</u>	<u>71,787.43</u>

San Mateo County Mosquito & Vector Control District
A/R Aging Summary
 As of September 27, 2023

09/27/2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	20,519.75	5,119.09	0.00	0.00	25,638.84
City of Foster City	0.00	8,326.98	0.00	0.00	0.00	8,326.98
City of Redwood City, Public Works	0.00	4,982.82	3,752.30	0.00	0.00	8,735.12
City of San Francisco, Parks	0.00	5,088.01	0.00	0.00	0.00	5,088.01
City of San Francisco, Public Utilities	0.00	105.65	0.00	0.00	0.00	105.65
City of San Mateo, Wastewater Treatment	0.00	158.86	0.00	0.00	0.00	158.86
City of South San Francisco Water Quality	0.00	162.96	0.00	0.00	0.00	162.96
San Francisco Int'l Airport	0.00	6,770.27	0.00	582.27	563.44	7,915.98
Silicon Valley Clean Water	0.00	491.70	0.00	0.00	0.00	491.70
Stanford University - Jasper Ridge	0.00	3,299.09	5,679.69	0.00	0.00	8,978.78
TOTAL	<u>0.00</u>	<u>49,906.09</u>	<u>14,551.08</u>	<u>582.27</u>	<u>563.44</u>	<u>65,602.88</u>

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 General Fund
 August 31, 2023

GF-Aug
 2023

Beginning Cash per District as of Jul 31, 2023 7,426,875

Reductions

Payroll Related (ADP)	(223,901)	
Checks Written	(196,099)	
Bank Fee (No Bank Chrg in May)	(66)	
Total Reductions		(420,065)

Additions

Dep Permit 7/31, reflected in Aug Stmt	39,921	
Void CK#2021, 6/1 reflected in Aug Stmt	990	
Abatement Services	13,556	
Property Tax Revenue	3,061	
ERAF Rebate	315,441	
RDA/RPTTF	-	
Special Benefit Assessment	-	
Special Mosquito Tax	-	
Misc Deposit	226	
Total Additions		373,196

Ending Cash per District as of Aug 31, 2023 **7,380,005**

Cash per County General Fund Statement 7,380,005

Difference -

COUNTY OF SAN MATEO Verbose [DETAILED TRIAL BALANCE] 08/01/2023-08/31/2023 Page 2
 TUE, SEP 12, 2023, 10:27 AM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:16515940 J1139---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: 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	Controller	A	07	02706	02706	00140	00000	00000	00000	00000

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 08/01/23	8,471,812.19	1,044,937.68	7,426,874.51
	08/01/23	RJ15CFT2	Daily Cash Float Tsfr-Op Pd JE	39,921.11	0.00	7,466,795.62
	08/01/23	JE543267	AutoID: JRV901F3 Job: 16510 JE	990.00	0.00	7,467,785.62
	08/09/23	JE542394	AutoID: JHC809A3 Job: 16456 JE	0.00	65.75	7,467,719.87
	08/10/23	RJ15CFT2	Daily Cash Float Tsfr-Op Pd JE	13,198.64	0.00	7,480,918.51
	08/22/23	ER48223	AutoID: ITX822B3 Job: 16468 JE	27,658.63	0.00	7,508,577.14
	08/22/23	ER18223	AutoID: ITX822D3 Job: 16468 JE	287,782.28	0.00	7,796,359.42
	08/22/23	RJ15CFT2	Daily Cash Float Tsfr-Op Pd JE	583.70	0.00	7,796,943.12
	08/23/23	JE543203	AutoID: JRV901E3 Job: 16503 JE	0.00	419,999.16	7,376,943.96
	08/31/23	SPU8313	AutoID: ITX831C3 Job: 16497 JE	171.34	0.00	7,377,115.30
	08/31/23	SPS8313	AutoID: ITX831A3 Job: 16497 JE	2,889.92	0.00	7,380,005.22
		DR	* SUB ACCT Total *	8,845,007.81*	1,465,002.59*	7,380,005.22*

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
Capital Project Fund
August 31, 2023

CPF-Aug 2023

Beginning Cash per District as of Jul 31, 2023	749,969
Reductions	
Checks Written	(3,542)
Bank Fee	(58)
Transfer-Out to General Fund	-
Total Reductions	(3,600)
Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	-
Ending Cash per District as of Aug 31, 2023	746,369
Cash per County Capital Project Fund Statement	746,369
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] 08/01/2023-08/31/2023 Page 1
TUE, SEP 12, 2023, 10:27 AM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:16515940 J1139---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: 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	Controller	A	07	02705	02705 00140	00000	00000	00000	00000
SUB ACCT	Date	Primary Ref.	Transaction Description		Debit	Credit			Balance
0111 Claim on Cash			Prior to 08/01/23		768,154.65	18,185.73			749,968.92
	08/09/23	JE542394	AutoID: JHC809A3 Job: 16456 JE		0.00	57.78			749,911.14
	08/23/23	JE543203	AutoID: JRV901E3 Job: 16503 JE		0.00	3,542.33			746,368.81
		DR	* SUB ACCT Total *		768,154.65*	21,785.84*			746,368.81*

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
 August 31, 2023

Aug 2023

	<u>August 4, 2023</u>	<u>August 18, 2023</u>	Footnotes:
Payroll ACH Disbursement (including Net Pay & Taxes)			
Total Net Pay	84,551	82,462	
Federal W/H Tax	15,330	15,063	
Social Security Tax	1,714	1,431	← A
Medicare	3,694	3,616	
CA W/H Tax	6,415	6,307	
CA SUI/DI	1,285	1,220	
Total	112,990	110,099	
ADP Process Fee PPE 7/1 & 7/15	297	343	
ADP Time & Attendance	172	-	
Total amount for the period	113,459	110,442	
Total amount for the month:		223,901	

Footnotes:

A. Social Security expenditure incurred for seasonal employees and Trustees stipends

**San Mateo County Mosquito & Vector Control District
Check Detail**

GF-Aug 2023

August 2023

Num	Date	Name	Memo	Account	Original Amount
2164	08/11/2023	Charles P. Hansen	Retiree Health Insurance Reimb-Aug '23	1013 · Checking - US Bank - GF x3353	-580.68
08012023	08/01/2023		Retiree Health Insurance Reimb-Aug '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					580.68
2165	08/11/2023	Dennis J Jewell	Retiree Health Insurance Reimb-Aug '23	1013 · Checking - US Bank - GF x3353	-580.68
08012023	08/01/2023		Retiree Health Insurance Reimb-Aug '23	5160 · Retirees - HRA & Medical Reimb	580.68
TOTAL					580.68
2166	08/11/2023	Great-West Life & Annuity Co	Group No. 98368	1013 · Checking - US Bank - GF x3353	-6,509.88
07292023	07/29/2023		Employee Deferred Comp PPE 07/29/2023	5185 · Actives - Deferred Compensation	6,509.88
TOTAL					6,509.88
2167	08/11/2023	San Mateo County Retirement Ass SM M.A.D.		1013 · Checking - US Bank - GF x3353	-35,941.04
07292023	07/29/2023		Employee Contribution Pay Period 07/16/2023-07/29/2023	5115 · Retirement - Employee Contribut	9,451.99
			Employer Contribution Pay Period 07/16/2023-07/29/2023	5110 · Retirement - Employer Contribut	26,489.05
TOTAL					35,941.04
2168	08/11/2023	U.S. Bank PARS Account # 674602	Agency Name: San Mateo County Mosquito & Vector Control District PPE	1013 · Checking - US Bank - GF x3353	-606.51
6746022400-PP:	07/29/2023		Alternate Retirement System for Richard Arrow PPE 07/29/2023	5116 · Alternate Retire-Employee Contr	606.51
TOTAL					606.51
2169	08/11/2023	Aim To Please Janitorial Services	Invoice #63 - Jul 2023	1013 · Checking - US Bank - GF x3353	-1,633.25
63	07/31/2023		1351 Rollins Janitorial Services-Jul 2023	5340 · Janitorial/Household Expense	1,200.00
			1415 N Carolan Janitorial Services	5340 · Janitorial/Household Expense	325.00
			1415 N Carolan Restroom Cleaning	5340 · Janitorial/Household Expense	108.25
TOTAL					1,633.25
2170	08/11/2023	Airgas Dry Ice	4317638	1013 · Checking - US Bank - GF x3353	-1,002.11

**San Mateo County Mosquito & Vector Control District
Check Detail**

GF-Aug 2023

August 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
9140188992	07/18/2023		Dry Ice (250 lbs)	5820 · Dry Ice	331.76
9140416854	07/25/2023		Dry Ice (250 lbs)	5820 · Dry Ice	331.76
9140665601	08/01/2023		Dry Ice (256 lbs)	5820 · Dry Ice	338.59
TOTAL					1,002.11
2171	08/11/2023	Airgas USA, LLC	Payer #3148591	1013 · Checking - US Bank - GF x3353	-168.11
9140229754	07/20/2023		Dry Ice (35 LB)	5820 · Dry Ice	168.11
TOTAL					168.11
2172	08/11/2023	Amazon Capital Services	Account # ARX6UTA334C06	1013 · Checking - US Bank - GF x3353	-4,219.29
1NJH-666W-LM	07/31/2023		Office Expense	5335 · Office Expense	63.54
			Keyboard for Angie	5460 · Computer Hardware	116.41
			Service truck tools	5610 · Garage Tools	716.42
			CB Jeeps repair parts	5620 · Auto, Hotsy, Plug, Boat, Traile	157.43
			Ops field equip supply	5630 · Ops Equipment & Repairs	124.83
			Rodent Snap traps	5705 · Pesticides	635.70
			Waders for Seasonal Galen	5725 · Apparel - Uniforms & Boots	58.09
			Lab supplies	5825 · Lab Supplies	250.89
			Open House and outreach events supplies	5910 · Media and Network	2,095.98
TOTAL					4,219.29
2173	08/11/2023	American Fidelity Assurance Com Payor: 56840		1013 · Checking - US Bank - GF x3353	-1,966.62
2189761A	08/04/2023		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,966.62
TOTAL					1,966.62
2174	08/11/2023	Bay Area MVCAC Training Fund	San Mateo Cnty Mosquito & Vector Ctrl-CEU 11-9-23	1013 · Checking - US Bank - GF x3353	-990.00
LIVE CEU 11-9-2	08/08/2023		Coastal Region Live CEU 11/9/2023 (\$55x18)	5205 · Coastal Regional Continuing Ed.	990.00
TOTAL					990.00
2175	08/11/2023	Brian Weber		1013 · Checking - US Bank - GF x3353	-731.00
ReimbDental7-2	07/27/2023		Reimb dental work for Darren & Camryn	5140 · Actives - Dental Reimbursement	398.00

**San Mateo County Mosquito & Vector Control District
Check Detail**

GF-Aug 2023

August 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
CSDAperdiem-A	08/03/2023		Per Diem @ CSDA Conf 8/27-8/31/23	5215 · Conferences / Workshops Staff	333.00
TOTAL					731.00
2176	08/11/2023	Casey Stevenson	VOIDED-To revise check amount	1013 · Checking - US Bank - GF x3353	0.00
TOTAL					0.00
2177	08/11/2023	Cassandra Levy dba Cassie Levy SMCMVCD1		1013 · Checking - US Bank - GF x3353	-600.00
SMCMVCD1	08/07/2023		Face Painting-SMCMVCD Open House 8/12/2023	5910 · Media and Network	600.00
TOTAL					600.00
2178	08/11/2023	Cintas Corporation #0464	Payer #15914933	1013 · Checking - US Bank - GF x3353	-731.09
15914933 Jul-20	07/31/2023		Uniform Services 07/05/23 Inv #4160488662	5725 · Apparel - Uniforms & Boots	199.14
			Uniform Services 07/12/23 Inv #4161301293	5725 · Apparel - Uniforms & Boots	178.09
			Uniform Services 06/21/23 Inv #4161982367	5725 · Apparel - Uniforms & Boots	178.09
			Uniform Services 06/28/23 Inv #4162672329	5725 · Apparel - Uniforms & Boots	175.77
TOTAL					731.09
2179	08/11/2023	Colorprint		1013 · Checking - US Bank - GF x3353	-3,638.39
34152	07/26/2023		2022 Annual Report Booklets (80)	5920 · Promotion & Printing	995.53
34176	07/27/2023		Open House Flyers (200)	5910 · Media and Network	180.27
34191	07/31/2023		Deluxe Signicade 24x36 A-Frames (4)	5910 · Media and Network	553.74
34170	07/31/2023		Door hangers pre notices & post inspections (1,000)	5920 · Promotion & Printing	961.55
34234	08/03/2023		Open House signs (9)	5920 · Promotion & Printing	947.30
TOTAL					3,638.39
2180	08/11/2023	Comcast	A/C #8155200280283815	1013 · Checking - US Bank - GF x3353	-169.33
8155200280283815	08/03/2023		Business Internet 08/08/23-09/07/23 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	169.33
TOTAL					169.33
2181	08/11/2023	Dell Marketing L.P.		1013 · Checking - US Bank - GF x3353	-1,222.65

San Mateo County Mosquito & Vector Control District
Check Detail

GF-Aug 2023

August 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
10689224910	08/01/2023		VLA Adobe Acrobat Pro for Ent Subs Annual Renewal (9)	5465 · Computer Software	607.77
10690975907	08/09/2023		VLA Creative Cloud for Ent All Apps Lic (1 User)	5465 · Computer Software	614.88
TOTAL					1,222.65
2182	08/11/2023	Eco Medical Inc.	Invoice #19365	1013 · Checking - US Bank - GF x3353	-104.00
19940	07/31/2023		28 Gal. Bio-waste container pick-up - Jul 2023	5830 · Lab Biowaste Disposal	104.00
TOTAL					104.00
2183	08/11/2023	Fisher Scientific	Account No. 058330-001	1013 · Checking - US Bank - GF x3353	-375.92
4926731	07/28/2023		Molecular Biology Grade Ethanol	5805 · Disease Surveillance	375.92
TOTAL					375.92
2184	08/11/2023	Flowers Electric & Service Co., Inc Customer #1798		1013 · Checking - US Bank - GF x3353	-763.84
22307028	07/23/2023		Install flag pole lighting	5505 · Facility - Repairs & Maint	763.84
TOTAL					763.84
2185	08/11/2023	Flyers Energy, LLC	Account 700895	1013 · Checking - US Bank - GF x3353	-3,862.58
CFS-3520740	07/31/2023		Fuels 07/16/2023-07/31/2023	5735 · Fuel	3,862.58
TOTAL					3,862.58
2186	08/11/2023	FRMS	51 - SMC MVCD Billing Period Sep-2023	1013 · Checking - US Bank - GF x3353	-33,448.58
FDAC0923-SMC	08/08/2023		Medical Insurance for Sep-2023	5125 · Actives - Medical Insurance	30,107.88
			Dental Insurance	5135 · Actives - Dental Insurance	2,754.18
			Vision	5145 · Actives - Vision Insurance	482.02
			Hartford Group Life	5150 · Group Life Insurance	104.50
TOTAL					33,448.58
2187	08/11/2023	Grainger	809934680	1013 · Checking - US Bank - GF x3353	-298.25
7112841304	08/05/2023		Bldg and plumbing supplies	5505 · Facility - Repairs & Maint	173.59
			Shop tools	5610 · Garage Tools	24.99

San Mateo County Mosquito & Vector Control District
Check Detail

August 2023

GF-Aug 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Truck supply	5620 · Auto, Hotsy, Plug, Boat, Traile	32.55
			Ops field supplies	5630 · Ops Equipment & Repairs	67.12
TOTAL					<u>298.25</u>
2188	08/11/2023	Home Depot	A/C #6035-3225-3190-9392	1013 · Checking - US Bank - GF x3353	-23.62
6035322531909;	07/21/2023		Glue for PVC Pipe	5505 · Facility - Repairs & Maint	23.62
TOTAL					<u>23.62</u>
2189	08/11/2023	James Barry	Inv #484627	1013 · Checking - US Bank - GF x3353	-150.00
484627	08/03/2023		Fish pond maintenance	5505 · Facility - Repairs & Maint	150.00
TOTAL					<u>150.00</u>
2190	08/11/2023	Lampire Biological Laboratories, I	A/C # SANMAT	1013 · Checking - US Bank - GF x3353	-349.00
472202	08/01/2023		Chicken Blood (PO# 02076-1847)	5815 · Mosquito Blood	349.00
TOTAL					<u>349.00</u>
2191	08/11/2023	Leading Edge Associates, Inc.		1013 · Checking - US Bank - GF x3353	-14,650.00
162828	07/01/2023		MapVision License, Service & Support 7/1/23-12/31/23 (1st half due)	5470 · Database & Mapping - License	12,500.00
2780	08/09/2023		PV Aerial Application Services (Spheratax SPH/Natural G30)	5715 · Helicopter	2,150.00
TOTAL					<u>14,650.00</u>
2192	08/11/2023	O'Reilly Automotive, Inc.	Customer #1275593	1013 · Checking - US Bank - GF x3353	-74.33
1275593 Stmt07;	07/28/2023		Jeep O2 Sensors	5620 · Auto, Hotsy, Plug, Boat, Traile	74.33
TOTAL					<u>74.33</u>
2193	08/11/2023	Occupational Health Centers of C:	Account #N23-1060276454	1013 · Checking - US Bank - GF x3353	-66.00
799166380	07/19/2023		Drug test for Seasonal Tech (1)	5310 · Background / drug screening	66.00
TOTAL					<u>66.00</u>
2194	08/11/2023	Pacific Office Automation	Customer #446374	1013 · Checking - US Bank - GF x3353	-271.14

San Mateo County Mosquito & Vector Control District
Check Detail

GF-Aug 2023

August 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
328241	08/02/2023		Maintenance for 1 Color & 2 Blk/Wht Copiers 08/02/23-09/02/23	5380 · Copier and postage	271.14
TOTAL					<u>271.14</u>
2195	08/11/2023	PG&E		1013 · Checking - US Bank - GF x3353	-1,548.80
5594119880-0 Jt	07/27/2023		PGE Elec & Gas for 1415 N Carolan 06/28/23-07/27/2023	5560 · Gas & Electricity - PG&E	871.86
5584709654-6 Jt	07/27/2023		1351 Rollins Site 06/28/2023-07/27/2023	5560 · Gas & Electricity - PG&E	676.94
TOTAL					<u>1,548.80</u>
2196	08/11/2023	Quench USA, Inc.	A/C #D322868	1013 · Checking - US Bank - GF x3353	-205.00
INV06081512	08/01/2023		Water Dispenser Rental - Aug 2023	5335 · Office Expense	205.00
TOTAL					<u>205.00</u>
2197	08/11/2023	RankPlus SEO	Invoice 000663	1013 · Checking - US Bank - GF x3353	-742.00
000663	08/01/2023		Google Ads Services (Aug)	5910 · Media and Network	742.00
TOTAL					<u>742.00</u>
2198	08/11/2023	Recology San Mateo County	A/C #731001072	1013 · Checking - US Bank - GF x3353	-456.00
50552439	07/28/2023		Garbage Service - Jul 2023	5340 · Janitorial/Household Expense	456.00
TOTAL					<u>456.00</u>
2199	08/11/2023	Richard Arrow	Per Diem @ CSDA Conf in Monterey 8/27-8/31/23	1013 · Checking - US Bank - GF x3353	-333.00
CSDAperdiem8/	08/03/2023		Per Diem @ CSDA Conf in Monterey 8/27-8/31/23	5215 · Conferences / Workshops Staff	333.00
TOTAL					<u>333.00</u>
2200	08/11/2023	San Mateo Daily Journal	Account #15945, Inv #11734	1013 · Checking - US Bank - GF x3353	-1,966.50
11734	08/01/2023		Ad to promote District's Open House (PO#02706-1897)	5920 · Promotion & Printing	1,966.50
TOTAL					<u>1,966.50</u>
2201	08/11/2023	Streamline	Invoice No: 112D6F75-0029	1013 · Checking - US Bank - GF x3353	-431.00

San Mateo County Mosquito & Vector Control District
Check Detail

August 2023

GF-Aug 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
112D6F75-0030	08/01/2023		Streamline Web 8/1/2023-8/31/2023	5475 · Website Hosting / Microsoft	431.00
TOTAL					431.00
2202	08/11/2023	U.S. Rubber Tech, Inc.	Inv #30086762	1013 · Checking - US Bank - GF x3353	-135.12
30086762	07/21/2023		BVA Tank repair & maint part	5505 · Facility - Repairs & Maint	135.12
TOTAL					135.12
2203	08/11/2023	Verizon Wireless	A/C #271667168-00002	1013 · Checking - US Bank - GF x3353	-1,803.83
9940578312	07/26/2023		Balance-Services for period 6/27/23-7/26/23 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,803.83
TOTAL					1,803.83
2204	08/11/2023	U.S. Bank	4246-0445-5564-6391	1013 · Checking - US Bank - GF x3353	-13,211.30
07242023	07/24/2023		District Credit Card Payment	1040 · US Bank Purchase Card	13,211.30
TOTAL					13,211.30
2205	08/23/2023	Airgas Dry Ice	4317638	1013 · Checking - US Bank - GF x3353	-387.78
9140894130	08/09/2023		Dry Ice (300 lbs)	5820 · Dry Ice	387.78
TOTAL					387.78
2206	08/23/2023	Alert Door Service, Inc.	Inv #101983	1013 · Checking - US Bank - GF x3353	-475.00
101983	08/22/2023		Repair front gate main control box	5505 · Facility - Repairs & Maint	475.00
TOTAL					475.00
2207	08/23/2023	American Fidelity Assurance	Payor: 56840	1013 · Checking - US Bank - GF x3353	-457.98
D626251	08/19/2023		Life/Acc/Cancer EE Insurance for Aug-2023	5170 · Actives - Other Benefits	457.98
TOTAL					457.98
2208	08/23/2023	California Municipal Statistics, Inc	Inv #22081911	1013 · Checking - US Bank - GF x3353	-350.00

San Mateo County Mosquito & Vector Control District
Check Detail

August 2023

GF-Aug 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
23081804	08/18/2023		Direct & Overlapping Debt Stmt Update as of 6/30/23 (CAFR)	5375 · Audit	350.00
TOTAL					350.00
2209	08/23/2023	Casey Stevenson	Per Diem @ CSDA Annl Conf 8/27-8/29/23	1013 · Checking - US Bank - GF x3353	-259.00
CSDAConf-8/27-	08/22/2023		Per Diem @ CSDA Annl Conf 8/27-8/29/23	5215 · Conferences / Workshops Staff	259.00
TOTAL					259.00
2210	08/23/2023	Colorprint		1013 · Checking - US Bank - GF x3353	-3,017.44
34199	08/02/2023		Rodent Control Booklets (400)	5910 · Media and Network	851.92
34281	08/09/2023		Signs for Open House (10) & passport visa cards (250)	5920 · Promotion & Printing	971.42
34375	08/09/2023		Signs for Open House (10)	5920 · Promotion & Printing	792.73
34378	08/16/2023		Signs for Open House (5)	5920 · Promotion & Printing	401.37
TOTAL					3,017.44
2211	08/23/2023	Comcast	A/C #8155200280658818	1013 · Checking - US Bank - GF x3353	-377.64
815520028065881	08/15/2023		Business Internet 08/20/23-09/19/23 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	377.64
TOTAL					377.64
2212	08/23/2023	Custom Metal Manufacturing	Invoice #6120	1013 · Checking - US Bank - GF x3353	-1,648.13
6120	08/10/2023		Map table frame for lobby display (PO#02706-1901)	5910 · Media and Network	1,648.13
TOTAL					1,648.13
2213	08/23/2023	Daily Post	Cust# 7987; Invoice #95896	1013 · Checking - US Bank - GF x3353	-382.50
95896	08/15/2023		District Open House Ads (8/10-8/12/23)	5920 · Promotion & Printing	382.50
TOTAL					382.50
2214	08/23/2023	Dencco	Inv #37713	1013 · Checking - US Bank - GF x3353	-770.00
37713	08/21/2023		Jul 2023 Inspection Service Contract & Repairs HVAC	5505 · Facility - Repairs & Maint	770.00
TOTAL					770.00

**San Mateo County Mosquito & Vector Control District
Check Detail**

GF-Aug 2023

August 2023

Num	Date	Name	Memo	Account	Original Amount
2215	08/23/2023	Eppendorf North America, Inc.	Customer #4100002587	1013 · Checking - US Bank - GF x3353	-244.44
4001370223	08/21/2023		epDualfilter PCR Supply	5845 · Lab PCR Supplies	244.44
TOTAL					244.44
2216	08/23/2023	Fusion, LLC	Customer No. 3789973	1013 · Checking - US Bank - GF x3353	-523.13
9742445	08/17/2023		Phone System Sep-2023	5570 · Phone - VOIP - Fusion/MegaPath	523.13
TOTAL					523.13
2217	08/23/2023	GLS US	Account #32493	1013 · Checking - US Bank - GF x3353	-40.37
5100094	08/13/2023		Send samples to UC Davis for WNV testing	5805 · Disease Surveillance	40.37
TOTAL					40.37
2218	08/23/2023	Great-West Life & Annuity Co	Group No. 98368	1013 · Checking - US Bank - GF x3353	-6,509.88
08122023	08/12/2023		Employee Deferred Comp PPE 08/12/2023	5185 · Actives - Deferred Compensation	6,509.88
TOTAL					6,509.88
2219	08/23/2023	San Mateo County Retirement Ass SM M.A.D.		1013 · Checking - US Bank - GF x3353	-35,804.95
08122023	08/12/2023		Employee Contribution Pay Period 07/30/2023-08/12/2023	5115 · Retirement - Employee Contribut	9,411.84
			Employer Contribution Pay Period 07/30/2023-08/12/2023	5110 · Retirement - Employer Contribut	26,393.11
TOTAL					35,804.95
2220	08/23/2023	U.S. Bank PARS Account # 674602	Agency Name: San Mateo County Mosquito & Vector Control District PPE	1013 · Checking - US Bank - GF x3353	-606.51
6746022400-PP	08/12/2023		Alternate Retirement System for Richard Arrow PPE 08/12/2023	5116 · Alternate Retire-Employee Contr	606.51
TOTAL					606.51
2221	08/23/2023	Interpreting & Consulting Services Invoice 35126		1013 · Checking - US Bank - GF x3353	-783.42
35126	08/21/2023		Open House ASL Interpreters	5910 · Media and Network	783.42
TOTAL					783.42

**San Mateo County Mosquito & Vector Control District
Check Detail**

August 2023

GF-Aug 2023

Num	Date	Name	Memo	Account	Original Amount
2222	08/23/2023	Jarvis Fay LLP	Invoice 17872	1013 · Checking - US Bank - GF x3353	-1,470.00
17872	07/31/2023		Board Matters (4.9 hrs) - Legal Services thru Jul-2023	5350 · Legal Services	1,470.00
TOTAL					1,470.00
2223	08/23/2023	ODP Business Solutions, LLC	A/C #36568593	1013 · Checking - US Bank - GF x3353	-393.20
27605110	08/14/2023		Office Supplies	5335 · Office Expense	393.20
TOTAL					393.20
2224	08/23/2023	Public Agency Retirement Service Customer #SAN400		1013 · Checking - US Bank - GF x3353	-312.12
53705	08/09/2023		PARS Alternate Retirement System Fees PE 06/30/2023	5325 · HR & Finance Consultant	312.12
TOTAL					312.12
2225	08/23/2023	Rachel Curtis		1013 · Checking - US Bank - GF x3353	-490.18
Reimb-Open Hse	08/09/2023		Reimburse Open House Items 8/9-8/12/23	5910 · Media and Network	231.18
CSDAConf-8/27-	08/22/2023		Per Diem @ CSDA Annl Conf 8/27-8/29/23	5215 · Conferences / Workshops Staff	259.00
TOTAL					490.18
2226	08/23/2023	RMT Landscape Contractors, Inc. Customer #M332		1013 · Checking - US Bank - GF x3353	-790.00
20230833	08/10/2023		Landscape Maintenance Aug-2023 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	495.00
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	295.00
TOTAL					790.00
2227	08/23/2023	Shell Door Services, Inc.	Invoice #3072401	1013 · Checking - US Bank - GF x3353	-297.50
3072401	07/31/2023		Repair main entrance door	5505 · Facility - Repairs & Maint	297.50
TOTAL					297.50
2228	08/23/2023	Spark Creative Design		1013 · Checking - US Bank - GF x3353	-2,099.06
2844	08/17/2023		Mosq Madness Acitivity Books (100)	5910 · Media and Network	299.06
2845	08/17/2023		Design District service posters and signs	5910 · Media and Network	800.00

**San Mateo County Mosquito & Vector Control District
Check Detail**

August 2023

GF-Aug 2023

Num	Date	Name	Memo	Account	Original Amount
2832	08/17/2023		Design District service signs and annual report	5910 · Media and Network	1,000.00
TOTAL					<u>2,099.06</u>
2229	08/23/2023	Tara Roth	Reimb Hotel Stay-SOVE Conf 9/17-9/22/23	1013 · Checking - US Bank - GF x3353	-1,047.91
SOVE-Hotel Reir	08/08/2023		Reimb Hotel Stay-SOVE Conf 9/17-9/22/23	5215 · Conferences / Workshops Staff	1,047.91
TOTAL					<u>1,047.91</u>
CHECK TOTAL					<u><u>196,098.58</u></u>

Note: Previous month's check numbers were 2091-2163. Current month's check numbers are 2164-2229 (66 checks).

**San Mateo County Mosquito & Vector Control District
Check Detail**

CPF-Aug 2023

August 2023

Num	Date	Name	Memo	Account	Original Amount
1261	08/11/2023	Enterprise FM Trust	Customer No. 458563	1023 · Checking - US Bank - CPF x4183	-3,542.33
FBN4817212	08/03/2023		22NCN8-2018 NISS Frontier- Aug 2023	6030 · Vehicle Leases	248.89
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	248.89
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	32.89
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MVV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MVV3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	522.65
TOTAL					3,542.33
				CHECK TOTAL	3,542.33

Note: Previous month's check number were 1259-1260. Current month's check number is 1261 (1 check).

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

August 2023

Aug 2023

Type	Date	Name	Memo	Split	Amount
1040 · US Bank Purchase Card					
1045 · US Bank Visa Brian x2315					
Credit Card Charge	08/02/2023	Bayshore Transmissions	CB Jeep #32 transmission rebuild	5615 · Garage Repairs Outside	3,155.93
Credit Card Credit	08/07/2023	California Special District Assoc	Refund for Trustee Rena Gilligan governance training-CSDA Conf	5210 · Conferences / Workshops Board	-225.00
Credit Card Charge	08/07/2023	Misc-Admin	Portola Hotel and Spa-room reservations for staff (4)-CSDA Conf	5215 · Conferences / Workshops Staff	1,230.29
Credit Card Charge	08/08/2023	Microsoft	Online Services	5475 · Website Hosting / Microsoft	1,587.16
Credit Card Charge	08/08/2023	Microsoft	Online Services	5475 · Website Hosting / Microsoft	239.76
Credit Card Charge	08/08/2023	Microsoft	Online Services	5475 · Website Hosting / Microsoft	1,800.00
Credit Card Charge	08/08/2023	Microsoft	Online Services	5475 · Website Hosting / Microsoft	1,296.00
Credit Card Charge	08/08/2023	Misc-Admin	Portola Hotel and Spa-Rm reserv for Trustees (2) - CSDA Conf	5210 · Conferences / Workshops Board	555.82
Credit Card Charge	08/17/2023	Bayshore Transmissions	CB Jeep #37 transmission rebuild	5615 · Garage Repairs Outside	3,155.93
Total 1045 · US Bank Visa Brian x2315					12,795.89
1050 · US Bank Visa Admin x5992					
Credit Card Charge	07/24/2023	Google Inc.	Online sponsored ads	5910 · Media and Network	200.00
Credit Card Charge	07/25/2023	Putnam	Replacement cb jeep transmission pan bolts	5620 · Auto, Hotsy, Plug, Boat, Traile	29.38
Credit Card Charge	07/27/2023	ThermoFisher Scientific	Gel electrophorsis and calibrating the PCR machine	5845 · Lab PCR Supplies	483.72
Credit Card Charge	07/28/2023	Misc- Ops	Global Industries - Sanitary dispencer for womens restroom	5340 · Janitorial/Household Expense	95.32
Credit Card Charge	07/28/2023	Misc- Ops	Zoro.com - air compressor pressure switch for service truck	5610 · Garage Tools	34.54
Credit Card Charge	07/28/2023	Putnam	CB jeep parts	5620 · Auto, Hotsy, Plug, Boat, Traile	113.48
Credit Card Charge	07/28/2023	Ram Mounts	Mounts for iPad use in trucks	5460 · Computer Hardware	26.79
Credit Card Charge	07/28/2023	Qiagen LLC	RNeasy plus mini kits (50)	5845 · Lab PCR Supplies	572.12
Credit Card Charge	07/28/2023	Misc-Lab	Sigma Aldrich - lure for yj traps	5825 · Lab Supplies	139.47
Credit Card Charge	07/28/2023	Home Depot	Materials for a display for open house	5910 · Media and Network	41.78
Credit Card Charge	07/31/2023	Rock Auto	Fleet cb jeep parts	5620 · Auto, Hotsy, Plug, Boat, Traile	532.69
Credit Card Charge	07/31/2023	Ebay	CB jeep transmission part	5620 · Auto, Hotsy, Plug, Boat, Traile	49.33
Credit Card Charge	07/31/2023	Society for Vector Ecology	SOVE - membership payment	5330 · Memberships & Subscriptions	70.00
Credit Card Charge	07/31/2023	Society for Vector Ecology	SOVE - conference registration	5215 · Conferences / Workshops Staff	486.88
Credit Card Charge	08/01/2023	Google Inc.	Online sponsored ads	5910 · Media and Network	144.44
Credit Card Charge	08/01/2023	Mosyle Business	Business premium license	5465 · Computer Software	45.00
Credit Card Charge	08/01/2023	Register.com Website	District website private registration	5475 · Website Hosting / Microsoft	12.00
Credit Card Charge	08/01/2023	Home Depot	Silicone sealant for drone trailer	5620 · Auto, Hotsy, Plug, Boat, Traile	17.50
Credit Card Charge	08/01/2023	Home Depot	Chain to add to tent around drone	5910 · Media and Network	39.84
Credit Card Charge	08/02/2023	Michaels	Materials for open house outreach display	5910 · Media and Network	43.04
Credit Card Charge	08/03/2023	Misc-Lab	Etrailer.com - parts to repair nurse rig trailer brakes	5620 · Auto, Hotsy, Plug, Boat, Traile	211.92
Credit Card Charge	08/07/2023	California Special District Assoc	CSDA Conference registration for Trustee Michael Yoshida	5210 · Conferences / Workshops Board	750.00

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

August 2023

Aug 2023

Type	Date	Name	Memo	Split	Amount
Credit Card Charge	08/08/2023	Misc-Admin	American Airline - Flight for Tara for SOVE Conference	5215 · Conferences / Workshops Staff	338.90
Credit Card Charge	08/08/2023	Misc-Admin	Hotel Pacific-Reservation for Trustee Michael Yoshida-CSDA Conf	5210 · Conferences / Workshops Board	713.06
Credit Card Charge	08/09/2023	Costco	Misc. office supplies and open house supplies	5335 · Office Expense	639.57
Credit Card Charge	08/12/2023	Misc-Admin	Bonne Sante - Lunch for staff for Open House	5215 · Conferences / Workshops Staff	152.11
Credit Card Charge	08/15/2023	Target	Storage boxes for open house outreach materials	5910 · Media and Network	49.50
Credit Card Charge	08/15/2023	Misc- Outreach	Bliss Pops - refreshments for open house	5910 · Media and Network	987.66
Credit Card Charge	08/17/2023	Misc- Outreach	Outdoor Products - wildlife tracks and scat for outreach	5910 · Media and Network	195.08
Credit Card Charge	08/17/2023	California Assoc of Public Info Offi	CAPIO - training about simple, effective communication	5910 · Media and Network	30.00
Credit Card Charge	08/18/2023	Mettler-Toledo Rainin, LLC	Pipette tips (3)	5825 · Lab Supplies	521.77
Credit Card Charge	08/18/2023	ThermoFisher Scientific	Restocking materials for WNV triplex	5845 · Lab PCR Supplies	575.37
Total 1050 · US Bank Visa Admin x5992					<u>8,342.26</u>
TOTAL 1040 · US Bank Purchase Card					<u><u>21,138.15</u></u>



P.O. BOX 6343
FARGO ND 58125-6343

Aug
2023



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 08-22-2023
AMOUNT DUE \$21,138.15
NEW BALANCE \$21,138.15
PAYMENT DUE ON RECEIPT

000001564 01 SP 0.630 106481819291245 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

AMOUNT ENCLOSED
\$

Please make check payable to 'U.S. Bank'

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

[REDACTED] 002113815 002113815

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Cash Advance Payment Charges	- Credits	- Payments	New Balance	
[REDACTED]	\$13,211.30	\$21,363.15	\$0.00	\$0.00	\$0.00	\$225.00	\$13,211.30	\$21,138.15	
Company Total									

CORPORATE ACCOUNT ACTIVITY						
SMCMAD						TOTAL CORPORATE ACTIVITY
[REDACTED]						\$13,211.30 CR
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08-18	08-17	7479826323000000000171	PAYMENT - THANK YOU 00000 C			13,211.30 PY

NEW ACTIVITY						
SMCMVCD ADMIN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
[REDACTED]		\$0.00	\$8,342.26	\$0.00	\$8,342.26	
Post Date	Tran Date	Reference Number	Transaction Description			Amount
07-25	07-24	24803943206910038019859	GOOGLE*ADS3907138857 CC GOOGLE COM CA			200.00
07-26	07-26	24492153207745738268322	LIFETECHCORP10497321 800-955-6288 CA			160.33
07-26	07-25	24493983207207488500039	PUTNAM MAZDA AND VOLVO BURLINGAME CA			29.38
07-26	07-26	24692163207100208850073	GIH*GLOBALINDUSTRIALEQ 800-645-2986 FL			95.32
07-26	07-21	24755423206292060177959	ZORO TOOLS INC 855-2899876 IL			34.54

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY	
800-344-5696	[REDACTED]	PREVIOUS BALANCE	13,211.30
		PURCHASES & OTHER CHARGES	21,363.15
	STATEMENT DATE	CASH ADVANCES	.00
	DISPUTED AMOUNT	CASH ADVANCE FEES	.00
		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE	CREDITS	225.00
U.S. Bank National Association	21,138.15	PAYMENTS	13,211.30
C/O U.S. Bancorp Purchasing Card Program		ACCOUNT BALANCE	21,138.15
P.O. Box 6335			
Fargo, ND 58125-6335			



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 08-22-2023

Aug
2023

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-27	07-27	24492153208713878943166	LIFETECHCORP10497321 800-955-6288 CA	323.39
07-27	07-26	24493983207207486600078	PUTNAM MAZDA AND VOLVO BURLINGAME CA	113.48
07-28	07-27	24011343208000028960848	SP RAM MOUNTS RAMMOUNT.COM WA	26.79
07-28	07-27	24941503208089195441936	QIAGEN LLC 800-426-8157 MD	572.12
07-31	07-28	24717053209292098367282	SIGMA ALDRICH US 800-3253010 MO	139.47
07-31	07-27	24943013209010183621847	THE HOME DEPOT #8655 COLMA CA	41.78
08-01	07-31	24055233212819864985922	ROCK AUTO ROCKAUTO.COM WI	532.69
08-01	07-31	24204293212291345209765	EBAY O*19-10351-28144 SAN JOSE CA	49.33
08-02	08-01	24204293213000233019072	-SOVE- 415-4499034 CA	70.00
08-02	08-01	24204293213000436841074	-SOVE- 415-4499034 CA	486.88
08-02	08-01	24204293213007559975852	GOOGLE ADS3907138857 650-2530000 CA	144.44
08-02	08-01	24492163213000049117308	MOSYLE BUS* MOSYLE_BUS HTTPSBUSINESS FL	45.00
08-02	08-01	24906413213179530544803	WEB*REGISTERWEBSITE 800-8999723 FL	1.00
08-02	08-01	24906413213179562992058	WEB*REGISTERWEBSITE 800-8999723 FL	11.00
08-03	08-02	24892163215108859030103	MICHAELS STORES 5051 SAN MATEO CA	43.04
08-03	08-01	24943013214010190791941	THE HOME DEPOT #0632 SAN MATEO CA	17.50
08-03	08-01	24943013214010190791958	THE HOME DEPOT #0632 SAN MATEO CA	39.84
08-04	08-03	24492153215745129206390	ETRAILER CORPORATION 636-897-8300 MO	211.92
08-09	08-07	24071053220627148630707	CALIFORNIA SPECIAL DIS 916-4427887 CA	750.00
08-09	08-08	24943003220634001145220	AMERICAN AIR0012469852407 FORT WORTH TX ROTH/TARA 09-17-23	338.90
08-10	08-08	24000973221234308012539	SFO AA B CLT MQ B CHS AA B DFW HOTEL PACIFIC MONTEREY CA 0038739557 ARRIVAL: 08-07-23	713.06
08-10	08-09	24892163221102057163194	COSTCO DELIVERY 654 800-788-9968 CA	639.57
08-14	08-11	240372432239000017303897	BONNE SANTE BROADWAY BURLINGAME CA	152.11
08-16	08-15	24431063227083049843097	TARGET.COM * 800-591-3869 MN	49.50
08-18	08-15	24892163227107154758535	SQ *BLISS POPS GOSQ.COM CA	987.66
08-18	08-17	24892163229108679090576	SQ *OUTDOOR PRODUCTS AND GOSQ.COM VT	195.08
08-21	08-17	24207853230171000674279	CAPIO - CA ASSOCIATION OF 530-9245444 CA	30.00
08-21	08-19	24492153231715518350075	LIFETECHCORP10820863 800-955-6288 CA	575.37
08-21	08-18	24906413230180830116044	METTLER TOLEDO 800-4724646 CA	521.77

BRIAN WEBER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$225.00	\$13,020.89	\$0.00	\$12,795.89

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-03	08-02	24377353215000004143821	BAYSHORE TRANSMISSIONS BURLINGAME CA	3,155.93
08-09	08-07	74071053220627148630629	CALIFORNIA SPECIAL DIS SACRAMENTO CA	225.00 CR
08-09	08-07	24000973220229107084981	PORTOLA HOTEL AND SPA MONTEREY CA 0000009781 ARRIVAL: 08-08-23	317.46
08-09	08-07	24000973220229107085349	PORTOLA HOTEL AND SPA MONTEREY CA 0000009970 ARRIVAL: 08-08-23	317.46
08-09	08-07	24000973220229107085681	PORTOLA HOTEL AND SPA MONTEREY CA 0000009628 ARRIVAL: 08-08-23	277.91
08-09	08-07	24000973220229107085844	PORTOLA HOTEL AND SPA MONTEREY CA 0000009815 ARRIVAL: 08-08-23	317.46
08-09	08-07	24000973220229107086008	PORTOLA HOTEL AND SPA MONTEREY CA 0000009940 ARRIVAL: 08-08-23	277.91
08-09	08-09	24204293221000004198182	MSFT * E01000HEZX 800-6427878 WA	1,587.16
08-09	08-08	24430993220400813021146	MSFT * E01000HEWY MSBILL.INFO WA	239.76
08-09	08-08	24430993220400813021153	MSFT * E01000HGIW MSBILL.INFO WA	1,800.00
08-09	08-08	24430993220400813021187	MSFT * E01000HHP4 MSBILL.INFO WA	1,296.00
08-10	08-08	24000973221234306528403	PORTOLA HOTEL AND SPA MONTEREY CA 0000010470 ARRIVAL: 08-07-23	277.91
08-18	08-17	24377353230000004251799	BAYSHORE TRANSMISSIONS BURLINGAME CA	3,155.93

Aug
2023

11/15/2023 10:15:00 AM

Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 08-22-2023

Department: 00000 Total:
Division: 00000 Total:

\$21,138.15
\$21,138.15

Agenda Item 6D

**SUBJECT: AD HOC BOARD OFFICER NOMINATING COMMITTEE
NOMINEES**

SUMMARY

Following the January 24, 2022, Special Board Meeting, the Ad hoc Board Officer Nominating Committee was tasked with improving the nomination and election process for SMCMVCD Board members. This included revising **Policy 4150 for the Nomination and Election of Board Officers**, approved at the September 13, 2023, Board meeting. The committee was also striving to improve how nominees were introduced to the Board.

The committee has decided the following steps will occur over the next three Board meetings:

- **October** - The Board meeting will include a list of Board Officer Nominees and bios.
- **November** – The Board meeting will consist of candidate speeches or statements and a description of the election process
- **January** – will include a summary of the election process and the election

RECOMMENDATION:

No staff recommendation at this time

ATTACHMENTS:

1. **List of SMCMVCD Board Officer Candidates and potential role**
2. **Mason Brutschy Bio**
3. **Kati Martin Bio**
4. **Scott Smith Bio**
5. **Kat Lion Bio**
6. **Donna Rutherford Bio**

SMCMVCD Board Officer Candidates



<u>President</u>	<u>Vice President</u>	<u>Board Secretary</u>	<u>Assistant Secretary</u>
Mason Brutschy	Dr. D. Scott Smith	Dr. D. Scott Smith	Dr. D. Scott Smith
	Kathryn Lion (Kat)	Donna Rutherford	Donna Rutherford
	Kati Martin		



**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

Mason Brutschy Bio

I have been on the Board of Directors of the San Mateo Mosquito and Vector Control District for 10 years representing the City of Atherton. I have been the Chairman of the Finance Committee for 4 years under Kati Martin, President of our Board.

I have been a lifelong resident of the Peninsula except for attending and graduating from the University of California, Berkeley, with a B.A. in Economics and an MBA from the Hass School of Business. I began my professional career at KPMG, one of the Big Four CPA firms in the United States and obtained my CPA certificate while working there. I then worked as a Controller and CFO for several real estate companies. My next professional endeavor was working for several software and medical device companies in Silicon Valley. For the last 20 years, I have had my own CPA firm in Palo Alto.

I feel that I am well prepared to handle the responsibilities of the office of the President. I have a good understanding of the legal and financial matters of the District. Also, I am acutely aware of the mosquito and vector problems that could arise if we did not continue to support the excellent management and staff that we are blessed with. Additionally, I support the North Carolan project so that we can continue to enhance our District's ability to serve the people of San Mateo County.



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Kati Martin Bio

BA in Insurance Law - 1984

JD 2008

San Mateo Civil County Grand Jury

5 grand juries

3 years teaching new grand jurors with the California Civil Grand Jury Association

4 years – San Mateo County chapter board member

California Special Districts Association of San Mateo

Chair - 2022/23

Mosquito and Vector Control of California

Trustee Board Member 2023

12 years of service with SMCMVCD

Board secretary – 5 years

Board President – 4 years



D. Scott Smith Biography

Darvin (Scott) Smith, MD, MSc, DTM&H, FIDSA

Scott grew up in **Boulder, Colorado**, and attended medical school at the **University of Colorado**.

He went to public health school at **Harvard University** where an interest in Tropical Public Health was further developed, leading to a yearlong study as a **Fulbright Scholar in Cali Colombia**, where he studied improved diagnostic technologies to understand the epidemiology of leishmaniasis, and onchocerciasis (River Blindness), a leading infectious cause of blindness worldwide.

He completed his residency and then a Fellowship at **Stanford University in Medicine, then Infectious Disease & Geographic Medicine**.

He taught at Stanford Medical School and directed a course in Human Biology entitled "Parasites & Pestilence" for over 20 years. He was presented the Bloomfield Award in recognition of excellence in the teaching of clinical medicine at Stanford School of Medicine.

Since 1999 he has organized local, then regional, then Kaiser Nationally sponsored Travel Medicine Conferences to prepare travelers for safe international trips. He served as **Chief of Infectious Disease & Geographic Medicine at Kaiser Redwood City** before retiring in 2023 after the COVID pandemic. He concluded his tenure on a high note, serving as a subject matter expert and on the regional task force for COVID and Influenza vaccination.

He has served locally on the **San Mateo County Mosquito Abatement District Board as trustee** and board member since 2012 for his town of Hillsborough. He has worked in the clinical sector for an International non-profit organization since the tsunami in 2004 with **MENTOR-Initiative** leading training workshops about Malaria and Vector-borne diseases as well as Emergency Responses in Indonesia, Uganda, Kenya, Tanzania, Haiti, and Myanmar.

He has appeared on The Doctors Show (CBS), Animal Planet, Discovery Channel, and National Geographic (and even the Tyra Bank's Show in New York!) about several unusual parasitic diseases in humans, including leishmaniasis, tapeworm, leprosy, and hookworm.





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Kat Lion Bio

Kat Lion currently serves as the Vice President of the Board of Trustees and has been the representative for Redwood City since 2014. She serves on the Public Health and Outreach, Policy, Ad Hoc Real Estate, and chairs the Manager's Review committee, and previously served as the Assistant Secretary. Outside of the SMCMVCD, she serves as Belmont's Mid-Peninsula Water District (MPWD) General Manager.

Prior to joining MPWD, she worked as an environmental and water resources consultant in Burlingame for 16 years. Ms. Lion holds a B.S. from Santa Clara University in Environmental Science and Biology and a Master of Environmental Science and Management degree from the University of California, Santa Barbara.



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Donna Rutherford Bio

Donna Rutherford was born in San Mateo, CA. She has been a lifelong resident of East Palo Alto, CA, for over 50 years. She was appointed in 2007 to the San Mateo County Mosquito Vector Control District by the East Palo Alto City Council, representing the city for 16 years. Donna served as the President of the San Mateo County Mosquito Vector Control District during a turbulent time in the District's history when there was an embezzlement in the District. The San Mateo County Grand Jury filed a report to the District titled: Who is Really in charge of the taxpayer's money? "The Mosquito District Embezzlement" Is it the Tip of The Iceberg? Donna was appointed by President Sam Lerner's Ad hoc Grand Jury response (GJR) Committee on August 5, 2013. It was her leadership as incoming President that restored San Mateo County and the public's confidence and respect that prevented the dissolution of the San Mateo County Mosquito Vector Control District. Donna also served as Vice President and Secretary (current).

She was elected to the East Palo Alto City Council in 2000 and served as the Mayor and Vice Mayor. Donna retired from the Council in 2017. She was elected to the Ravenswood City School District Board of Education in 1988 to 2000, serving as President, Vice President, and Clerk.

Donna has 25 years of knowledge and experience as a public servant. She has worked hard to transfer her strong work ethic and passion for public service in addressing issues on affordable housing, equitable education, social rehabilitation, and supporting less fortunate individuals and those living with mental illness.

Donna is the former Program Administrator for Mateo Loge, Inc., a nonprofit organization. She supervised staff at Wally's Place, which is an Adult Residential Facility/Social Rehabilitation Program, for 23 years. Donna retired in 2019.

I would be honored to continue serving as an officer (alternate secretary) for the District.

Thank you



Agenda Item 7.A. - Operations Staff Program Reports

Field Operations September 2023

Biennial Residential Mosquito Site Database Audit

In San Mateo County there are about 288,000 housing units. The District inspects over 9,700 potential mosquito breeding habitats 3-4 times yearly. Many of these are on residential properties. District vector control technicians educate residents on how to make their properties less attractive to mosquitoes by creating water flow, eliminating stagnant water, and reducing the number of items that can hold water. When the residents cannot modify these sites, technicians may apply biorational mosquito control products to prevent juvenile mosquitoes from becoming adults.

Every two years, the District audits its database of potential mosquito breeding sites on residential properties, identifying those that have not required a treatment over the last two years. Once these properties have been identified, technicians visit these sites to determine whether the potential for mosquito breeding has changed. If appropriate, they will inactivate the site if they believe the site no longer has the potential to breed mosquitoes. Alternately, the site status can be adjusted to "Once a Year Inspection," if water flow has been restored to prevent mosquito breeding, but the site retains the potential to create a problem in the future if the resident fails to maintain water flow or circulation (often an issue in ponds and fountains.)

District staff can view all mosquito sites, past and present, using the specialized MapVision database. The pins representing each site change color based on the last time the property was inspected or when a treatment was applied to the breeding habitat. The sites that were inactivated are still visible to the technician. When there is a mosquito-related service request, District staff can conduct a proximity search in MapVision, showing all nearby past and present mosquito sites. The functions of MapVision allow staff the flexibility to efficiently identify problems in the cities they manage. Periodic updates and maintenance of the site data in MapVision facilitates the District's proactive approach to controlling mosquitoes.

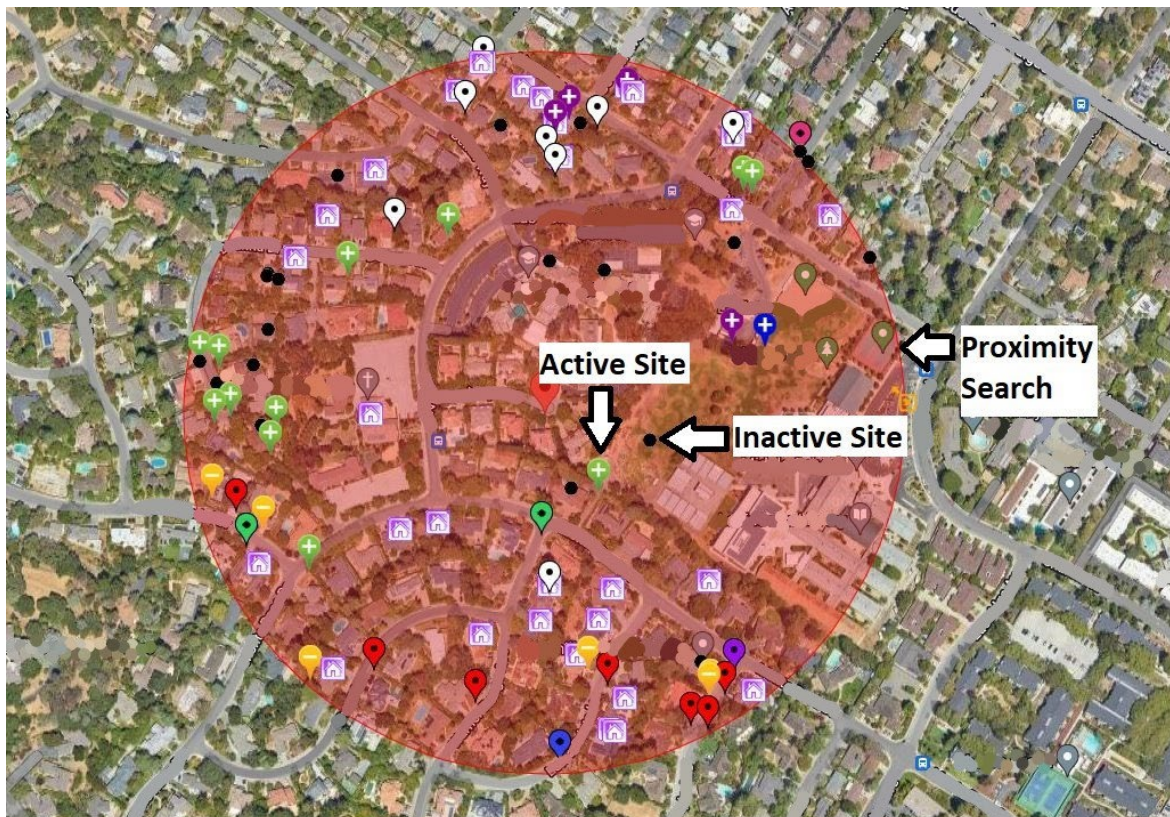


Figure 1– Screenshot of a neighborhood in MapVision. The red circle is a proximity search that maps both active and inactive mosquito sites in a given area. District staff use this function when they are investigating a potential mosquito problem.



Agenda Item 7.A. - Operations Staff Program Reports

Mosquito Site Reduction Photos



Figures 2 and 3 - Before and after photos at a site near the Cow Palace. The tarps would hold water from the rain, and then mosquitoes would emerge as the weather would warm up. After discussing the issue with the property owners, the tarps were removed so water could no longer collect and create a prolific mosquito breeding habitat.



Agenda Item 7.A. - Operations Staff Program Reports

Vector Control work throughout San Mateo County



Figure 4- Carduff Kavanaugh Field in Menlo Park produces mosquitoes year-round. Some species found here can fly up to 20 miles



Figure 5- A Vector Control Technician in the process of removing an active yellowjacket nest at Coyote Point in San Mateo.



Agenda Item 7.A. - Operations Staff Program Reports

Vector Control work throughout San Mateo County



Figure 6- Vector Control Technician Stephanie Busam is drilling holes in a pond so it will no longer hold water. This is a source reduction program offered to property owners to help eliminate mosquito breeding habitats.

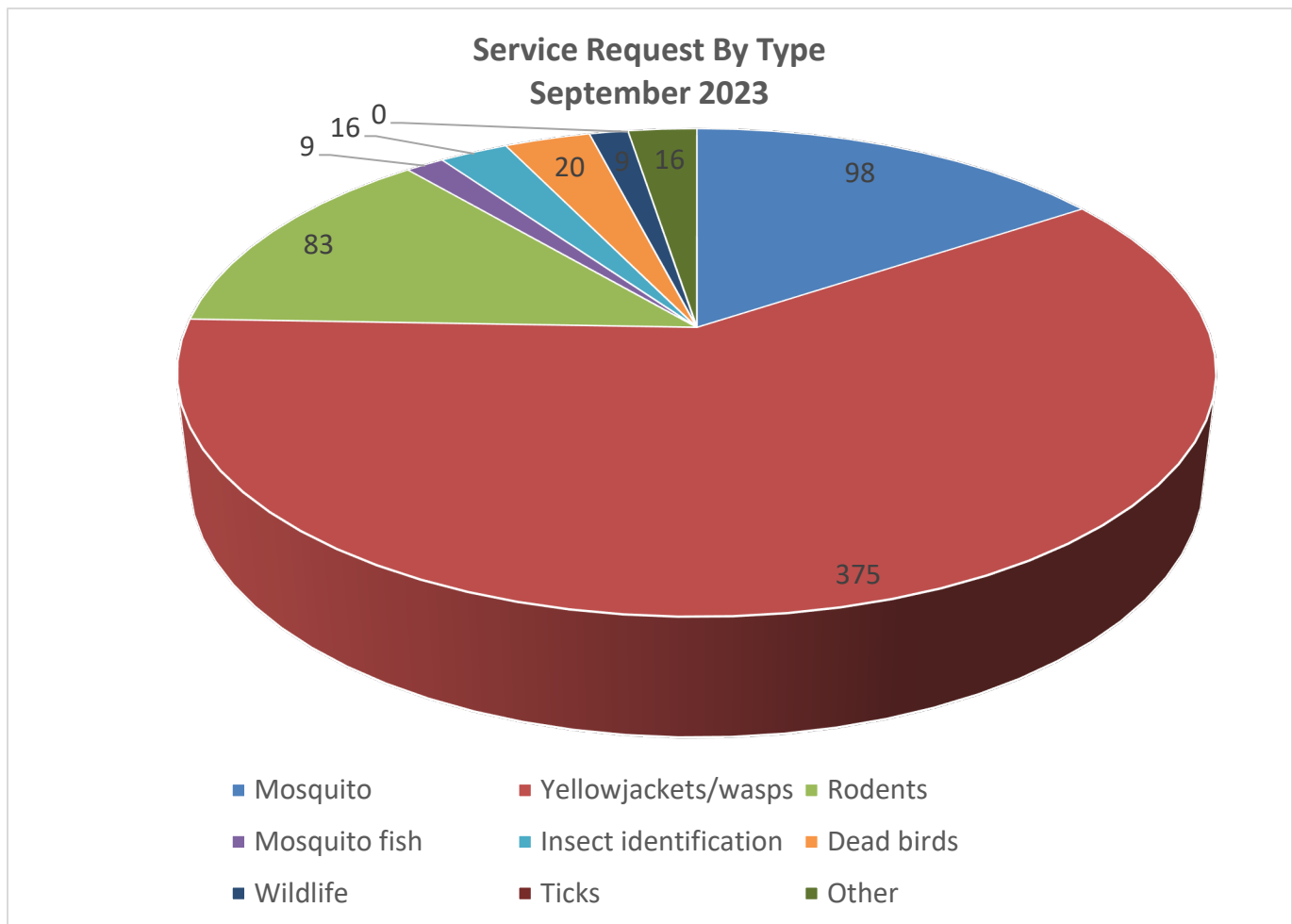
September 2023 Service Requests

<u>Type of Request</u>	September 2023	September 2022
Mosquito	98	89
Yellowjackets/wasps	375	134
Rodents	83	58
Mosquito fish	9	10
Insect identification	16	16
Dead birds	20	6
Wildlife	9	5
Ticks	0	0
Other	16	7
Total	626	325

This table contains the number of each type of service request in September 2023 compared to September 2022.

Total service requests this September were much higher than the same month in 2022. This September, we almost doubled the number of service requests compared to the previous year. The numbers increased substantially because yellowjacket service requests tripled over last September. Typically, this time of year, yellowjacket requests are dying down. However, a prolonged rainy and cold season delayed their emergence in spring, resulting in higher numbers developing and a longer active season.

The "Other" category included flies, cockroaches, bees, and non-insect-related service requests.





Agenda Item 7.B. – Laboratory Staff Program Reports

Lab Activities in September 2023

The Autumn Swarm: Termite Edition

Autumn is the time of year that many local termites swarm, and many people are already noticing them in and around their homes. Three species of termites are found in San Mateo County - subterranean termites, drywood termites, and dampwood termites – named because they prefer the type of wood they like to inhabit. Termites are important in promoting the breakdown of rotten wood, turning it back into soil for plants to use. While these groups mostly live outdoors – in fallen logs, tree stumps and other dead wood – they can enter homes if conditions are right.

Most residents reporting termites to the District in the fall only see the winged form of the termite. Winged termites are also called alates, and they are the reproductive form of the termite. Alates emerge from nests at this time of year to find mates, drop their wings, and establish new colonies. The presence of winged, swarming termites outdoors does not mean your home has a termite infestation! Similarly, finding a few termites indoors does not always mean your home is the source, as sometimes a mating pair will accidentally blunder indoors through an open door or window. Only a very small proportion of alates are successful in establishing new colonies.



Termite swarms often follow fall or spring rains. They swarm to mate, disperse, and establish new colonies.



Photo of a winged termite (alate) submitted to the District for identification.

Entomologists at the District are happy to help residents identify insects – whether termites or other species. If you suspect you may have termites, contact a licensed structural pest control company for a more thorough home inspection. These professionals have access to specialized and effective inspection and treatment methods. When choosing a structural pest control operator, residents should look for companies licensed to operate in the state of California, are up-front about costs, and can explain what they intend to do and get your consent before they do it.

For more information on termites in California, visit the University of California's Integrated Pest Management program page on termites:

<https://ipm.ucanr.edu/PMG/PESTNOTES/pn7415.html>



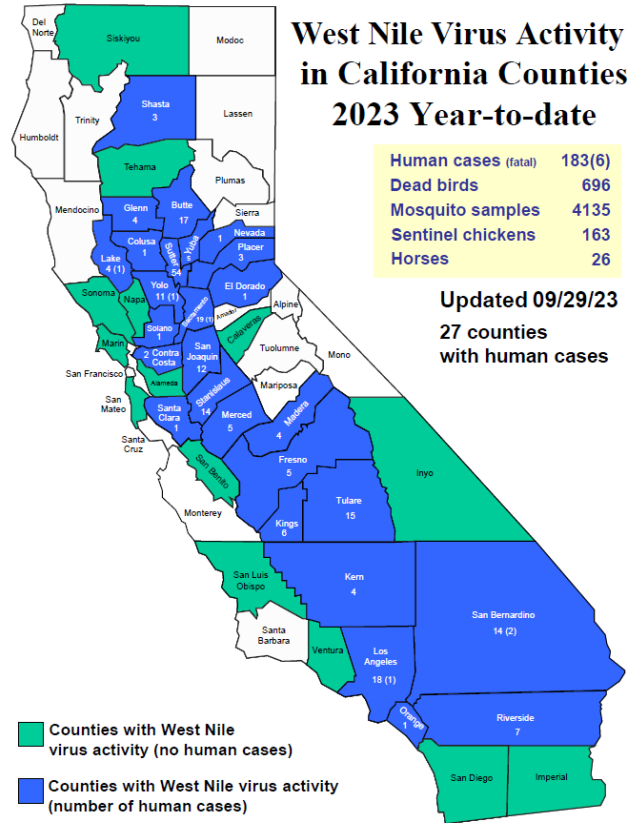
Agenda Item 7.B. – Laboratory Staff Program Reports

WNV 2023 Season

San Mateo County

To date, there have been 256 dead birds reported in San Mateo County. Of those, 52 have been suitable for testing. Three (3) birds have been confirmed positive (6%), and an additional five (5) await final confirmation for the presence of West Nile virus (WNV). The District lab has also tested 425 pooled mosquito samples for West Nile virus in San Mateo County this year. These pools included 6,616 mosquitoes, and all tested negative for virus.

The District continues to work closely with the San Mateo Health Department to prevent the spread of mosquito-borne diseases. District staff are notified when the SMC Health Department investigates any evidence of mosquito-borne diseases in San Mateo County, including West Nile virus. In August 2023, the District was notified of a WNV detection in a blood donation from a county resident who was asymptomatic from the infection. Mosquitoes were collected from the vicinity of the resident's home and known areas of activity and tested for the presence of virus. No virus was detected in any



2023 WEST NILE VIRUS ACTIVITY IN CALIFORNIA

LAST UPDATED: SEP 29, 2023 4:12PM PST



183
HUMAN CASES



696
DEAD BIRDS



4,135
MOSQUITO SAMPLES



163
SENTINEL CHICKENS



26
HORSES

mosquitoes.

As of September 29, 2023, WNV has been detected in 31 counties statewide, including 27 with human cases. There have been 183 human cases in California, of which six were fatal. Statewide, 5,695 dead birds have been reported to the dead bird hotline, 1,694 have been tested and 696 have tested

Map and infographic: <http://westnile.ca.gov>



Agenda Item 7.B. – Laboratory Staff Program Reports

positive for WNV (41%). Additionally, 4,135 mosquito samples, 163 sentinel chickens and 26 horses have tested positive for WNV.

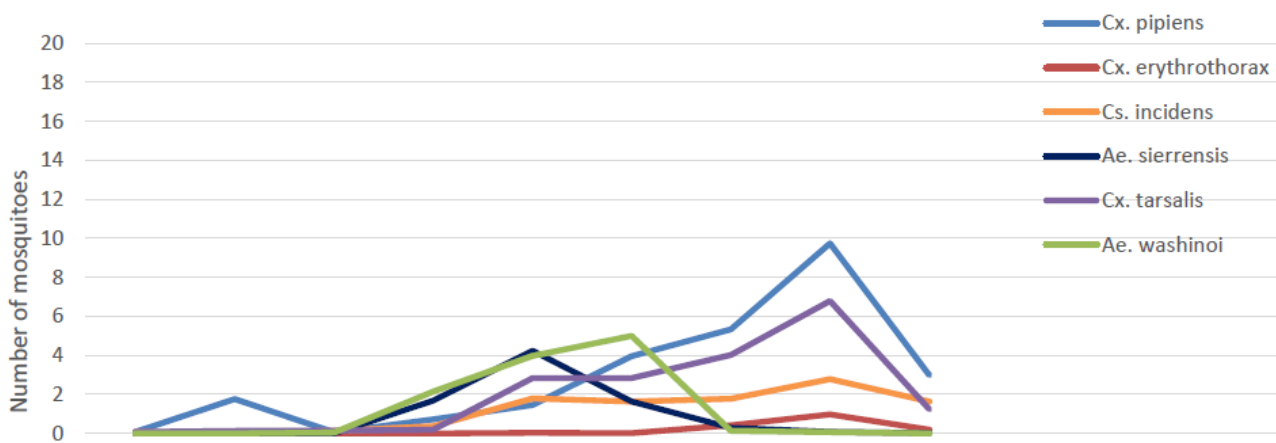
CO₂ Traps – Average adult mosquitoes collected per trap per night

In September, the adult mosquito species most frequently collected in traps was *Culex pipiens*, averaging 2.985 per trap. This mosquito is present year-round but peaks in abundance during late summer, as the warmer temperatures speed up its life cycle. *Culex pipiens* numbers are well below average for this time of year. *Culex erythrothorax*, a mosquito that breeds among tules (cattails) in ponds and lakes, has also been far less prevalent this year than typical with 0.196 per trap in September compared to an average September abundance of 14.084 per trap. In contrast, *Culex tarsalis* and *Culiseta incidens* have had closer to average numbers for September. These mosquitoes breed in a variety of water sources throughout the county.

The following table and graphs show the average number of adult mosquitoes collected per CO₂ trap per night during September.

<u>Species</u>	<u>September 2023</u>	<u>5-year Sep. average</u>
<i>Culex pipiens</i>	2.985	12.718
<i>Culiseta incidens</i>	1.628	1.057
<i>Culex tarsalis</i>	1.236	1.203
<i>Culex erythrothorax</i>	0.196	14.084
<i>Aedes sierrensis</i>	0.01	0
<i>Aedes washinoi</i>	0	0.019

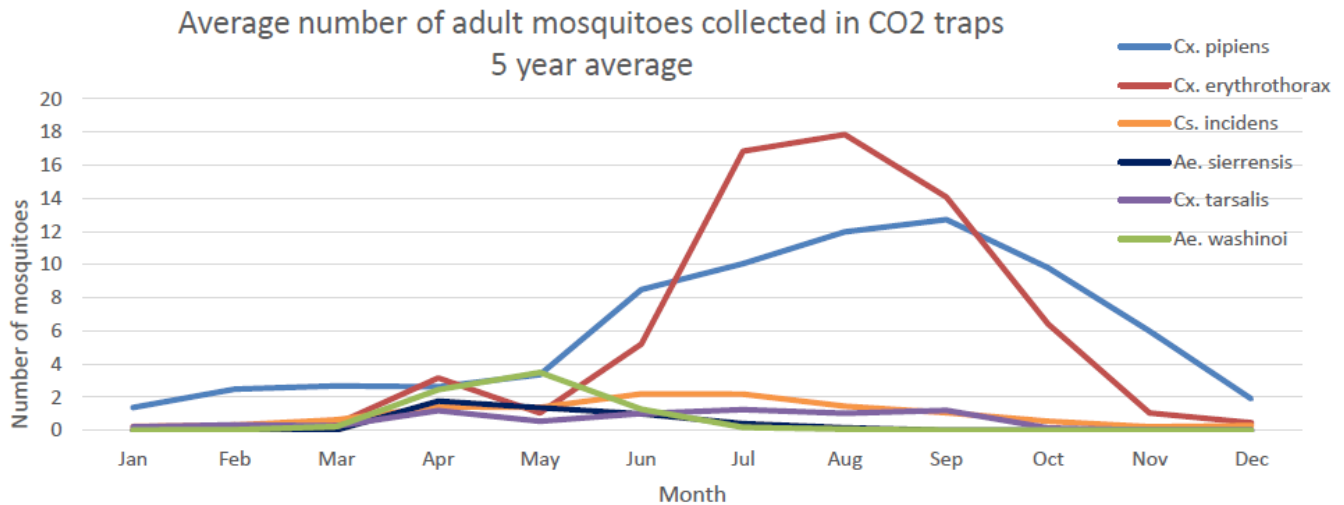
Average number of adult mosquitoes collected in CO₂ traps
2023



Average number of adult mosquitoes collected in CO₂ traps per trap per night during 2023. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



Agenda Item 7.B. – Laboratory Staff Program Reports



Average number of adult mosquitoes collected in CO2 traps per trap per night over the past 5 years. The graph shows the six most common species of mosquitoes trapped in San Mateo

Larval Surveillance

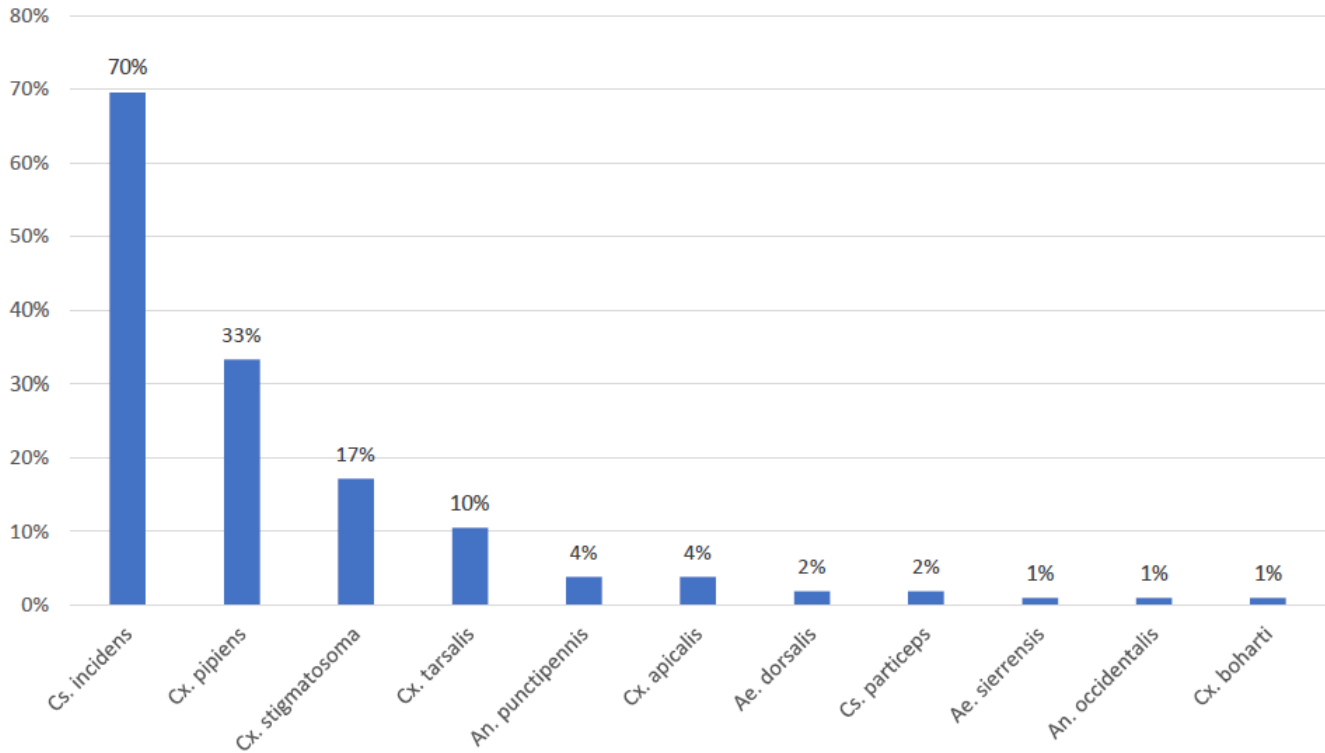
During September, larval surveillance focused on backyard fountains, fishponds, containers, other residential area sites such as storm drains and gutters, and natural sources, including marshes, creeks, and seasonal impounds. This September, 105 larval samples were collected in the field by vector control technicians and submitted to the lab. A District vector control technician uses a dipper to take a water sample and visually determines whether any mosquito larvae are present. The technician then transports the sample to the laboratory for the larvae to be counted and identified.

This September, eleven different mosquito species were identified in larval samples. The species most often found in samples was *Culiseta incidens*, present in 73 of the 105 samples (70%). This mosquito is active year-round in San Mateo County and is often collected from fishponds, containers holding water, and freshwater impounds. The high numbers of *Culiseta incidens* and larval samples from residential sources reflect an effort by the operations department to collect samples from residential areas that may be most impacted by mosquito presence. This data provides a record of the species present in San Mateo County and is helpful for early detection of introduced species.



Agenda Item 7.B. – Laboratory Staff Program Reports

Larval Samples - September 2023



Number and percentage of larval samples containing each mosquito species from water samples collected in September 2023. Larval samples commonly contain multiple species.



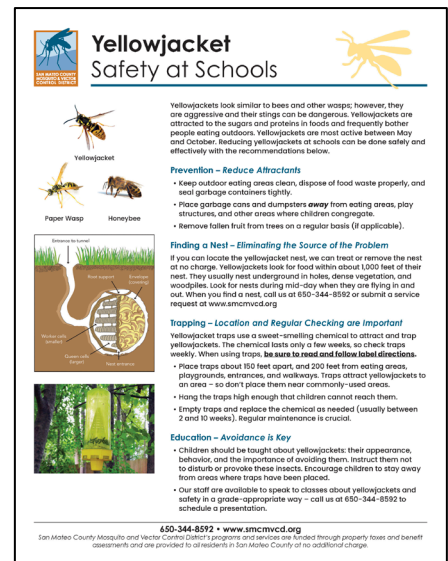
Agenda Item 7.C. Staff Program Reports

Public Health Education & Outreach, September 2023

Outreach, Website Analytics, & Post-Service Request Feedback

Outreach

- Staff tabled at the Peninsula Infectious Diseases Conference hosted by San Mateo County Health at the College of San Mateo. This conference brought together local and state healthcare providers and experts. There was a lot of interest in tick-borne and mosquito-borne diseases from people who stopped by our table.
- Staff visited schools to educate children about yellow jackets and learn more about the challenges schools face when attempting to control yellow jackets. This year's late, long, intense yellowjacket season has been difficult for schools. In addition, we developed a handout specifically for schools, which contains information about correctly setting yellowjacket traps and finding a yellowjacket nest. It also included contact information since once the school determines where the nest is, our staff can treat/remove it. The handout was distributed to school maintenance staff via our San Mateo County Office of Education contacts.
- Brian and Rachel attended the City of Menlo Park's City Council meeting with Trustee Carlton to share information about District services with the Council, City staff, and attendees.
- Liz and Rachel attended the 'Family Campout' event at Washington Park in Burlingame to inform families about the District's services and educate them about ticks, mosquitoes, and insect repellents.
- Justin and Rachel tabled at the Hillsborough Neighborfest as part of the Town's safety and preparedness event each year.
- Liz and Rachel presented information about tick bite prevention to staff and parents at a local preschool adjacent to an open space. Attendees were pleased to receive information and resources about preventing tick bites.
- Feedback from an attendee of the Redwood City family campout event was very positive. An attendee had learned about the District from our table at the event and called several weeks later to request service. In relation to our attendance at the family campout event, she let us know that "The table was so informative, fun, interactive, and educational, with so many fun little hands-on things for the kids. I didn't even know about your organization/agency at the time, but I'm so grateful to learn of your existence and the amazing services you all provide. Thanks to that event, I now know about you all and scheduled an appointment."



Handout designed for school staff.



Agenda Item 7.C. Staff Program Reports

Website Analytics

- In September 2023, there were 8,371 website visits, approximately the same as in August 2023.
- Top pages for September 2023 included the homepage and pages on yellowjacket nest treatment, the service request page, mosquito-like insects, yellowjackets and wasps, yellowjacket identification, mystery bites, biting mites, mosquito reporting, and current West Nile virus information.

Post-Service Request Feedback

- "Very informative and nice service person"
- "I was able to make an appointment quickly, and the lady who came out was comprehensive and professional and explained what she found to me."

Agenda Item 8

MANAGER’S REPORT

Upcoming Meetings

The American Mosquito Control Association (AMCA) will hold its **Annual Conference on March 4-8, 2024, in Dallas, TX**. 1-2 Board members usually attend this event. According to AMCA, “The AMCA Annual Meeting is the premier education and networking event for researchers, educators, vector control professionals, industry representatives, and students in mosquito control. Every year since 1938, hundreds gather to hear the latest research, share ideas, and form collaborations. Our educational sessions and exhibit hall help to put attendees on the cutting edge of this ever-expanding field!”

The 92nd Annual Mosquito and Vector Control Association of California (MVCAC) Conference & Exhibitor Showcase will be held in **Monterey Bay, California, from January 20–24, 2024**. 3-4 Board members traditionally attend this event. This event is much like the AMCA conference, but all attendees and information presented are generally from California.

Please contact Devina Walker if you are interested in attending at dwalker@smcmvcd.org

2022 Vector Borne Disease Annual Report

The California Department of Public Health (CDPH) has released the 2022 Vector Borne Disease Annual Report. A summary of mosquito-related information contained in the report is as follows:

In 2022, West Nile virus (WNV) was reported in 35 of 58 California counties, with 207 human cases reported in 27 counties. Of these cases, 78% were severe neuroinvasive, leading to 15 fatalities. WNV remains a significant vector-borne disease threat in California, with over 7,500 cases (346 fatal) reported since 2003. St. Louis encephalitis virus (SLEV) activity was detected in 12 counties, resulting in 16 human cases, the highest since 2015.

International travel saw an increase in travel-associated human cases of dengue (130), chikungunya (24), and Zika (5) in 2022, possibly due to the post-COVID-19 pandemic surge in travel. Aedes aegypti, the primary vector for these viruses, expanded its range in California,

detected in three new northern counties, while *Aedes albopictus* increased in southern California. This poses an ongoing risk of local virus transmission in certain areas.

Use the following link for more statewide vector disease and prevalence information using [VBDSAnnualReport22.pdf \(ca.gov\)](#).

AB 1484, Zbur (Item 8.1) and SB 616, Gonzalez

The Meyers-Milias-Brown Act authorizes local public employees to form, join, and participate in the activities of employee organizations of their choosing for representation on matters of labor relations.

This bill would require temporary employees of public agencies to be automatically included in the same bargaining unit as permanent employees if the bargaining unit does not presently represent temporary employees and upon the request of the recognized employee organization.

If the recognized employee organization were to request seasonal employee participation, the bill would require the public employer to promptly participate in collective bargaining to establish certain employment conditions for any newly added temporary employees if the current memorandum of understanding does not address them as specified.

The bill would also require a public employer to provide each temporary employee with their job description, wage rates, benefits eligibility, anticipated employment length, and procedures to apply for open, permanent positions.

Staff will work with the district's bargaining unit to understand if such a request will occur. This also assumes the governor signs the bill by October 14, 2023.

SB 616, Gonzalez was approved by the Governor on October 4, 2023. This bill would increase the sick leave accrual from 24 hours or 3 days to 40 hours or 5 days in each year of employment, beginning January 1, 2024. This bill does not impact the district's permanent staff because they accrue more sick leave than the imposed minimum. However, this will increase the number of sick days provided to seasonal employees.

PEIR Addendum

Eight coastal mosquito and vector control districts completed Programmatic Environmental Impact Reports (PEIRs) spanning from 2015 to 2018. In the interest of cost efficiency, a template document was created for all districts to use in this process, covering all the similar products and application methods universally employed by mosquito control agencies surrounding the Bay Area. Afterward, each document was customized to suit the needs of the regions and counties where these districts are operational.

Now, all eight districts are collaboratively enhancing their PEIR project descriptions to cover additional forms of control, new equipment, technology, and active ingredients. Primarily to address the emerging threat posed by the invasive mosquito *Aedes aegypti*.

In September, district staff met with representatives from these eight coastal region mosquito and vector districts to review the scope of work for this new project. The meeting agenda included discussions on the group's understanding of the project, programmatic changes, project management considerations, and other specific details about the California Environmental Quality Act (CEQA).

Subsequently, the group plans to engage with Ascent Environmental, Inc. (Ascent). This environmental consulting firm has assisted mosquito districts with various regulatory documents following the release of their PEIRs. Should the group find Ascent's services satisfactory, the next step is a review of a contractual agreement. Assuming satisfactory review by legal counsel and staff, the contract will be presented to the Board for approval, which would authorize the manager to enter into an agreement with Ascent and all eight districts. Staff has budgeted \$25,000 for this project.

Real Estate Project

Staff are beginning to meet with construction managers at no cost to see if they can add value during the document creation phase of the Carolan Ave project. According to industry experts and other special district managers, some benefits of project and construction managers are their familiarity with construction processes, regulations, and best practices, which can result in valuable guidance throughout the document creation process, helping to ensure that the plans and specifications are accurate and comprehensive and control expenses. This can help prevent costly design changes and delays later in the project. Also, a construction manager can oversee the quality of the construction documents, checking for errors, inconsistencies, and omissions. This will also prevent mistakes and change orders during construction.

CHAPTER _____

An act to add Section 3507.7 to the Government Code, relating to public employment.

LEGISLATIVE COUNSEL'S DIGEST

AB 1484, Zbur. Temporary public employees.

(1) Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. Existing law generally requires that the scope of representation under the act include all matters relating to employment conditions and employer-employee relations, while excepting the consideration of the merits, necessity, or organization of any service or activity provided by law or executive order. Existing law states that the Legislature finds and declares that the duties and responsibilities of local agency employer representatives under the act are substantially similar to the duties and responsibilities required under existing collective bargaining enforcement procedures and therefore the costs incurred by the local agency employer representatives in performing those duties and responsibilities under that act are not reimbursable as state-mandated costs.

This bill would impose specified requirements with respect to the temporary employees, as defined, of a public employer who have been hired to perform the same or similar type of work that is performed by permanent employees represented by a recognized employee organization, subject to limited exceptions. In this regard the bill would require those temporary employees to be automatically included in the same bargaining unit as the permanent employees if the requested classification of temporary employees is not presently within the unit. The bill would further require the public employer to promptly participate in collective bargaining to establish certain employment conditions for the newly added temporary employees if the parties' current memorandum of understanding does not address them, as specified. The bill would also require a public employer to, upon hire, provide

each temporary employee with their job description, wage rates, and eligibility for benefits, anticipated length of employment, and procedures to apply for open, permanent positions. By imposing new duties on local agencies that employ temporary employees, the bill would impose a state-mandated local program. The bill would require complaints alleging a violation of its provisions to be processed as unfair practice charges under the act. The bill would additionally include the same findings and declarations as set forth above.

(2) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

(a) Local governments have increasingly hired temporary employees to provide public services.

(b) Temporary employees are disproportionately women and people of color, and the lesser rights of temporary employees exacerbate race and gender inequity in public employment.

(c) There is a statewide interest in ensuring that temporary employees are protected by state laws providing for fair labor relations and that the increasing use of temporary employees does not undermine public employee labor relations.

(d) Section 2 of this act is intended to apply to all public employers covered by the Meyers-Milias-Brown Act (Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 of the Government Code).

SEC. 2. Section 3507.7 is added to the Government Code, to read:

3507.7. (a) (1) (A) For purposes of this section, “temporary employee” means a temporary employee, casual employee,

seasonal employee, periodic employee, extra-help employee, relief employee, limited-term employee, per diem employee, and any other public employee who has not been hired for a permanent position.

(B) “Temporary employee” shall not include an employee employed by a temporary services employer as defined in Section 201.3 of the Labor Code.

(2) Nothing in this section is intended to prevent the board, or an employee relations commission referred to in Section 3509, from determining that a public employer is or is not the single or joint employer for collective bargaining purposes of employees of a temporary services employer or from including or excluding such employees from bargaining units based on the standards that were in effect prior to the adoption of this section, nor shall any provision of this section serve as the legal or other basis or support for any such determination.

(b) Notwithstanding any other law, the following requirements apply with respect to temporary employees of a public employer who have been hired to perform the same or similar type of work that is performed by permanent employees represented by a recognized employee organization:

(1) Upon the request of the recognized employee organization to the public employer, the following apply:

(A) Temporary employees shall be automatically included in the same bargaining unit as the permanent employees if the requested classification of temporary employees is not presently within the unit. This subparagraph does not require the same terms and conditions of employment for permanent and temporary employees.

(B) The public employer shall promptly participate in collective bargaining to establish wages, hours, and terms and conditions of employment for the newly added temporary employees if the parties’ current memorandum of understanding does not address them. The parties shall include the bargained for terms and conditions of employment for temporary workers as an addendum to the existing memorandum of understanding. Thereafter, the terms and conditions of employment of permanent and temporary employees in the same bargaining unit shall be addressed in a single memorandum of understanding if requested by the recognized employee organization. This subparagraph does not

require the same terms and conditions of employment for permanent and temporary employees.

(2) The public employer shall provide, upon hire, each temporary employee with their job description, wage rates, and eligibility for benefits, anticipated length of employment, and procedures to apply for open, permanent positions. The same information shall be provided to the recognized employee organization, within five business days of hiring the temporary employee.

(3) The public employer shall include, when providing the employee organization with the employee information required by Section 3558, the anticipated end date of employment for each temporary employee or actual end date if the temporary employee has been released from service since the last list was provided.

(4) (A) Whether a temporary employee who subsequently obtains permanent employment receives seniority or other credit or benefit for their time spent in temporary employment shall be a matter within the scope of representation in bargaining units that include permanent employees.

(B) Whether a temporary employee receives a hiring preference over external candidates for permanent positions shall be a matter within the scope of representation in bargaining units that include temporary employees.

(C) This paragraph shall apply to the extent that the memorandum of understanding may lawfully address these subjects. This paragraph shall be effective only with respect to a memorandum of understanding entered into after the effective date of this section.

(c) Complaints alleging violations of this section shall be processed as unfair practice charges pursuant to Section 3509.

(d) Nothing in this section supersedes or provides any exemption to the restrictions or requirements related to individuals working after retirement from a public retirement system.

(e) The Legislature finds and declares that the duties and responsibilities of local agency employer representatives under this section are substantially similar to the duties and responsibilities required under existing collective bargaining enforcement procedures and therefore, the costs incurred by the local agency employer representatives in performing those duties

and responsibilities under this section are not reimbursable as state-mandated costs.

(f) This section shall not apply to temporary employees hired pursuant to a written agreement between a public employer and a labor organization that primarily represents employees in the building and construction trades.

SEC. 3. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.