



**REGULAR MEETING
OF THE BOARD OF TRUSTEES**

November 13, 2024, 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: You can 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/j/6503448592>.

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 swift accessibility.

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)).
- Trustee Lion will attend the meeting remotely from the Monterey Marriott at 350 Calle Principal, Monterey, CA 93940. Please meet in the lobby if you would like to participate.
- 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 that are 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. BOARD MEMBER OATH OF OFFICE

- Tolifili “Toli” Fa, City of San Mateo

6. 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. Approval of Minutes

- Board Meeting Minutes from October 9, 2024

B. Approval of Financial Reports

- Financial Report for FY 2024-25 as of September 30, 2024

C. Retirement of District Vehicle

- Retirement of a 2014 Nissan technician pickup truck from fixed asset inventory

REGULAR AGENDA

7. 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 – November 4, 2024

Report by: Ron Collins, Finance Committee Chair

ACTION: No action, information only

2. Construction Project status for the District’s office and storage facility located at 1415 North Carolan, Burlingame

Report by: District Manager, Brian Weber

ACTION: No action, information only

8. STAFF REPORTS

- A. Operations Director Casey Stevenson will provide an update on Operations activities.
- B. Laboratory Director Angie Nakano will provide an update on Laboratory activities.
- C. Public Health Education and Outreach Officer Rachel Curtis-Robles will provide an update on the District Public Outreach Program
- D. Information & Technology Director Matthew Nienhuis will provide an update on the Information and Technology Program

9. MANAGER’S REPORT

Manager Weber will provide an update on relevant District information.

10. CLOSED SESSION

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Gov. Code section 54957(b)(1).) Title: District Title: District Manager (Gov. Code section 54957(b))
- **CONFERENCE WITH LABOR NEGOTIATOR**

Unrepresented Employee: District Manager (Gov. Code section 54957.6)

11. REPORT FROM CLOSED SESSION

12. Resolution M-009-24 Fourth Amendment to District Manager's Employment Agreement

Report By: Laura Walsh, Chair of General Manager Evaluation Committee

ACTION: Motion to approve the Fourth Amendment to the District Manager's Employment Agreement

13. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

14. ADJOURNMENT



OATH

for the Office of San Mateo County Mosquito and Vector
Control District Board Trustee

I, Tolifili Fa do solemnly swear
(or affirm) that I will support and defend the Constitution of the
United States and the Constitution of the State of California
against all enemies, foreign and domestic; that I will bear true
faith and allegiance to the Constitution of the United States and
the Constitution of the State of California; that I take this
obligation freely, without any mental reservation or purpose of
evasion; and that I will well and faithfully discharge the duties
upon which I am about to enter.

Signature _____

Term Expires December 31, 2028

*Subscribed and sworn to before me,
this 13 day of November, 2024*

Mason Brutschy, Board of Trustees President

Brian Weber, District Manager

Minutes of the Regular Meeting of the BOARD OF TRUSTEES

October 9th, 2024, 6:00 PM

1. **CALL TO ORDER** By President Mason Brutschy at 6:00 PM sharp.

2. **PLEDGE OF ALLEGIANCE** Led by President Brutschy

3. **ROLL CALL: TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton	
Chuck Cotten	City of Belmont	
Michael Goldman	Brisbane	
Rena Gilligan	City of Burlingame	
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	
Muhammad Baluom	City of Millbrae	
Peter DeJarnatt	City of Pacifica	
Ray Williams	Town of Portola Valley	
Kat Lion	Redwood City	
Robert Riechel	City of San Bruno	By Zoom
Ron Collins	City of San Carlos	
Michael Yoshida	City of South San Francisco	
Paul Fregulia	Town of Woodside	

PRESENT: 20 Trustees (1 by Zoom)

TRUSTEES ABSENT:

VACANT City of San Mateo

OTHERS PRESENT:

District Manager, Brian Weber
Finance Director, Richard Arrow
General Counsel, Alexandra Barnhill (By Zoom)
Assistant Manager and Operation Director, Casey Stevenson
Lab Director, Angie Nakano

Public Health Education and Outreach Officer, Rachel Curtis-Robles
IT Director, Matthew Nienhuis

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

- Trustee Robert Reichel requested to participate remotely pursuant to AB 2449 (Government Code 54943(f)), describing a just cause for medical reasons. Trustee Reichel affirmed that he would keep the camera on and that no one over 18 was present.
- No public comment was made. No members of the public were present for the duration of the meeting, but future (not yet appointed) Trustee Tolifili Fa from San Mateo introduced herself.

5. CONSENT CALENDAR: Motion by Peter DeJarnatt with Second by D. Scott Smith: (all approved without comment) Votes: 20 YES; 0 No; 0 Abstain.

A. Approval of Minutes

1. Board Meeting Minutes from September 11th, 2024.

B. Approval of Financial Reports

1. Financial Report for FY 2024-25 as of August 31, 2024

REGULAR AGENDA

6. BOARD COMMITTEE REPORTS

The Chair of each committee listed below provided a report on the committee's actions and presented recommendations to the Board.

A. Finance Committee Report

1. Finance Committee Report – September 30, 2024

Report was given by: Ron Collins, Finance Committee Chair. He said the meeting was well attended, and they reviewed the preliminary financial report.

ACTION: No action, information only

2. Construction Project status for the district's storage and office facility located at 1415 N. Carolan, Burlingame

Report by: District Manager Brian Weber. He stated that the project estimate is on target. He met with Peninsula Clean Energy about electrification and decarbonization. It is early enough for them to build these goals into the project.

Trustee Paul Norton commented that Hurricanes Milton and Helene may drive costs

(wood and other construction materials) up as labor is also going to Florida and may impact our costs in the coming months and years. Finance Director, Richard Arrow, offered further information about the goal of avoiding external financing to complete the project. The final financing plan won't be known until all proposals go out for bidding.

ACTION: No action, information only

7. STAFF REPORTS

- A.** Operations Director Casey Stevenson provided an update on Field Operations. He gave a PowerPoint Special Presentation about the MapVision program staff use to collect and analyze field data. The Trustees thanked him for his enlightening report and applauded technology integration into the job to enhance efficiency and customer service.
- B.** Laboratory Director Angie Nakano provided an update on Laboratory activities.
Note: VectorServe.gov provides heat maps with WNV risks.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided an update on the District Public Outreach Program.
- D.** Information & Technology Director Matthew Nienhuis provided an update on the Information and Technology Program.

8. MANAGER'S REPORT

Manager Weber provided an update on relevant District information. He reported on the CSDA program.

- 9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS:** The next board meeting will be Wednesday, November 13th, 2024. The Board Committee for evaluation of the manager will conduct the annual review of Manager Brian Weber with the team (Trustees Michael Yoshida, Kati Martin, Laura Walsh (leading), and Mason Brutschy). There is no board meeting in December, but rather the Trustee Field Day at the District on December 11th at 3 pm with a social dinner at a restaurant (TBA) to follow at 6 pm.

- 10. Meeting was ADJOURNED at 7:27 pm**



Item 6B

**Preliminary
Monthly Financial Report
Month Ending September 2024**

Staff Recommendation: Motion to recommend approval of the September 30, 2024, preliminary Financial Report.

Statement of Revenues, Expenditures and Change in Fund Balance

Total revenues received from July 1 through September 30, 2024 (YTD) were \$ 453,852, total expenditures YTD were \$ 2,135,267, and the change in fund balance was (\$ 1,681,415). The District had \$ 3,302,410 in cash available in County Treasury and \$ 5,511,828 in CalCLASS.

	General	Capital	Total
	Fund	Fund	Funds
Beginning Fund Balance 7/1/2024:	\$ 10,450,609	\$ 678,478	\$ 11,129,087
Revenues/Resources	\$ 453,852	\$ -	\$ 453,852
Due To (From) Funds	33,892	(33,892)	-
Expenditures	\$ 2,072,046	\$ 63,221	\$ 2,135,267
Change in Fund Balance	(1,584,302)	(97,113)	\$ (1,681,415)
* Ending Fund Balance	\$ 8,866,307	\$ 581,364	\$ 9,447,672

* Components of Fund Balance:			
Nonspendable (Inventory)	\$ 170,595	\$ -	\$ 170,595
Pension Rate Stabilization Reserve	\$ 114,879	\$ -	\$ 114,879
Assigned (Capital Improvements)	\$ -	\$ 581,364	\$ 581,364
Public Health Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Natural Disaster Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Real Property Acquisiton Fund	\$ 6,684,670	\$ -	\$ 6,684,670
Debt Service Repayment Fund	\$ -	\$ -	\$ -
Unrestricted Fund Balance	\$ 1,496,163	\$ -	\$ 1,496,163
Total	\$ 8,866,307	\$ 581,364	\$ 9,447,672



Budget Variances

Revenues

Actual revenues received through September 30, 2024, were \$ 453,852, which exceeded the budget by \$ 17,094. This difference is immaterial.

Expenditures

Expenditures through September 30, 2024, were \$ 2,135,267, which were under the budget by \$ 82,622 primarily due to the timing of expenditures contained in the table below:

Budget Category		Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$48,255	94.4%	Timing differences between budget and actual
Employee Benefits	Over	\$38,079	108.1%	Timing differences between budget and actual
Adminisration	Under	\$7,164	92.5%	Timing differences between budget and actual
Insurance	Under	\$12,964	93.2%	Timing differences between budget and actual
Operations	Under	\$15,280	75.8%	Timing differences between budget and actual
Public Outreach	Under	\$9,169	72.7%	Timing differences between budget and actual
Computer Hardware & Software	Under	\$15,339	38.5%	Timing differences between budget and actual
Training, Board and Staff	Under	\$15,137	50.3%	Timing differences between budget and actual

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 \$ 5,000.

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 check.



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 September 30, 2024, accounts receivable outstanding greater than 90 days total is \$ 123.25 from the San Francisco Parks Department. Staff are 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 3008 through 3049. Last month's check number ended at 3007. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In September 2024, 42 checks written from the General Fund totaled \$ 138,211.84. In addition, the District wrote 3 checks from the Capital Fund totaling \$ 31,225.58 (check numbers 1287 through 1289).

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 Sep 30, 2024

	Total Sep 30, 24	General Fund	Capital Fund
ASSETS			
Current Assets			
Checking/Savings			
1010 · Cash-County Treasury-GF x2706	2,708,548	2,708,548	
1013 · Checking -US Bank - GF x3353	(4,858)	(4,858)	
1018 · Cash-Cal CLASS	5,511,828	5,511,828	
1020 · Cash-County Treasury-CPF x2705	593,862	-	593,862
1023 · Checking -US Bank - CPF x4183	-	-	-
1026 · County Funds - FMV	(44,372)	(44,822)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	114,879	114,879	
Total Checking/Savings	8,880,287	8,285,975	594,312
Accounts Receivable			
1100 · Accounts Receivable	48,465	48,465	
1105 · Interest Receivable	-	-	
Total Accounts Receivable	48,465	48,465	-
Other Current Assets			
1106 · Other Receivables	1,863	1,863	
1220 · VCJPA-Member Contingency Fund	500,948	500,948	
1230 · Pesticide Inventory	170,595	170,595	
1300 · Prepaid Items	-	-	
Total Other Current Assets	673,406	673,406	-
Total Current Assets	9,602,158	9,007,846	594,312
TOTAL ASSETS	9,602,158	9,007,846	594,312
LIABILITIES & FUND BALANCE			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	132,512	119,564	12,948
Total Accounts Payable	132,512	119,564	12,948
Credit Cards			
1040 · US Bank Purchase Card	21,974	21,974	
Total Credit Cards	21,974	21,974	-
Other Current Liabilities			
2200 · Accrued Wages	-	-	
Total Other Current Liabilities	-	-	-
Total Current Liabilities	154,486	141,538	12,948
Total Liabilities	154,486	141,538	12,948
Fund Balance			
Beginning Fund Balance, 7/1/2024	11,129,087	10,450,609	678,478
Due To (From) Funds	-	33,892	(33,892)
Revenues Over Expenditures	(1,681,415)	(1,618,194)	(63,221)
Ending Fund Balance *	9,447,672	8,866,307	581,364
TOTAL LIABILITIES & FUND BALANCE	9,602,158	9,007,846	594,312
Check Total:	0	0	(0)
* COMPONENTS OF ENDING FUND BALANCE			
Nonspendable (Inventory)	170,595	170,595	-
Pension Rate Stabilization Reserve	114,879	114,879	
Assigned (Capital Improvements)	581,364	-	581,364
Public Health Emergency Fund	200,000	200,000	-
Natural Disaster Emergency Fund	200,000	200,000	-
Real Property Acquisiton Fund	6,684,670	6,684,670	-
Debt Service Repayment Fund	-	-	-
Unrestricted Fund Balance (Includes Working Capital)	1,496,163	1,496,163	-
Total Fund Balance	9,447,672	8,866,307	581,364

Statement of Revenues, Expenditures Budget vs. Actual
July 2024 through June 2025

Month of Report:
Sep, 2024

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	2,935,053	59,271	(2,875,782)	2.0%	133,090	(73,819)	44.5%	56,597	15,743	(40,854)	27.8%
Total 4100 · PROPERTY TAX REVENUES	3,904,536	987	(3,903,549)	0.0%	7,007	(6,020)	14.1%	3,743	573	(3,170)	15.3%
Total 4200 · OTHER TAX REVENUES	850,000	321,216	(528,784)	37.8%	292,034	29,182	110.0%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	399,000	72,377	(326,623)	18.1%	4,627	67,750	1564.2%	1,961	24,245	22,284	1236.4%

Total Revenues

	8,088,589	453,852	(7,634,737)	5.6%	436,758	17,094	103.9%	62,301	40,561	(21,740)	65.1%
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Expenditures

Total 5000 · SALARIES & WAGES	3,474,347	819,878	2,654,469	23.6%	868,133	(48,255)	94.4%	439,049	271,628	(167,421)	61.9%
Total 5100 · EMPLOYEE BENEFITS	1,537,067	509,682	1,027,385	33.2%	471,603	38,079	108.1%	112,715	106,242	(6,473)	94.3%
Total 5200 · TRAINING - BOARD & STAFF	90,586	15,320	75,266	16.9%	30,457	(15,137)	50.3%	4,603	4,376	(227)	95.1%
Total 5300 · ADMINISTRATION	414,650	88,761	325,889	21.4%	95,925	(7,164)	92.5%	45,873	15,768	(30,105)	34.4%
Total 5400 · INSURANCE	190,812	177,848	12,964	93.2%	190,812	(12,964)	93.2%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	75,969	9,615	66,354	12.7%	24,954	(15,339)	38.5%	587	592	5	100.9%
Total 5500 · FACILITIES MAINTENANCE	54,640	6,609	48,031	12.1%	11,329	(4,720)	58.3%	4,646	3,357	(1,289)	72.2%
Total 5550 · UTILITIES	73,963	20,146	53,817	27.2%	16,456	3,690	122.4%	5,837	6,927	1,090	118.7%
Total 5600 · FLEET MAINTENANCE	52,686	10,140	42,546	19.2%	16,202	(6,062)	62.6%	2,384	2,467	83	103.5%
Total 5700 · OPERATIONS	253,722	47,896	205,826	18.9%	63,176	(15,280)	75.8%	14,918	14,942	24	100.2%
Total 5800 · LABORATORY	105,394	23,622	81,772	22.4%	19,565	4,057	120.7%	6,756	7,390	634	109.4%
Total 5900 · PUBLIC OUTREACH	127,070	24,435	102,635	19.2%	33,604	(9,169)	72.7%	5,047	16,012	10,965	317.3%
Total 6500 · DEBT SERVICE	318,095	318,094	1	100.0%	318,095	1	100.0%	-	-	-	0.0%

Total Expenditures

	6,769,001	2,072,046	(4,696,955)	30.6%	2,160,311	(88,265)	95.9%	642,415	449,701	(192,714)	70.0%
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General Fund Net Revenues Over Expenditures

	1,319,588	(1,618,194)	(2,937,782)		(1,723,553)	105,359		(580,114)	(409,140)	170,974	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	-	-	0.0%	-	-	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	1,319,588	63,221	1,256,367	4.8%	57,578	5,643	109.8%	45,859	44,344	(1,515)	96.7%

Capital Improvement Fund Net Revenue Over Expenditures

	(1,319,588)	(63,221)	1,256,367		(57,578)	(5,643)		(45,859)	(44,344)	1,515	
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SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

Statement of Revenues, Expenses & Changes- Budget vs. Actual

July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 PROGRAM REVENUES				
4010 Service Abatement Revenue -2451	59,271.12	133,090.00	-73,818.88	44.53%
Total 4000 PROGRAM REVENUES	\$ 59,271.12	\$ 133,090.00	-\$ 73,818.88	44.53%
4100 PROPERTY TAX REVENUES				
4120 Current -Secured SB813-1041	987.37	6,867.00	-5,879.63	14.38%
4130 Prior Y. Unsecured SB813-1042		140.00	-140.00	0.00%
Total 4100 PROPERTY TAX REVENUES	\$ 987.37	\$ 7,007.00	-\$ 6,019.63	14.09%
4200 OTHER TAX REVENUES				
4210 ERAF Rebate-1046	321,216.21	292,034.00	29,182.21	109.99%
Total 4200 OTHER TAX REVENUES	\$ 321,216.21	\$ 292,034.00	\$ 29,182.21	109.99%
4300 OTHER REVENUES				
4310 Interest Earned (Cnty GF+VCJPA)		-1,173.00	1,173.00	0.00%
4312 Interest (Cal CLASS)	71,699.42	5,800.00	65,899.42	1236.20%
4340 VCJPA / Misc. Income -2658	677.86	0.00	677.86	
Total 4300 OTHER REVENUES	\$ 72,377.28	\$ 4,627.00	\$ 67,750.28	1564.24%
Total Income	\$ 453,851.98	\$ 436,758.00	\$ 17,093.98	103.91%
Gross Profit	\$ 453,851.98	\$ 436,758.00	\$ 17,093.98	103.91%
Expenses				
5000 SALARIES & WAGES				
5010 Permanent Employees	690,355.89	714,055.00	-23,699.11	96.68%
5015 Limited Term Employees	50,752.80	52,786.00	-2,033.20	96.15%
5020 Seasonal Employees	75,469.58	95,109.00	-19,639.42	79.35%
5040 Board Trustees Meeting Stipend	3,300.00	6,183.00	-2,883.00	53.37%
Total 5000 SALARIES & WAGES	\$ 819,878.27	\$ 868,133.00	-\$ 48,254.73	94.44%
5100 EMPLOYEE BENEFITS				
5110 Retirement - Employer Contribut	220,517.27	204,101.00	16,416.27	108.04%
5125 Actives - Medical Insurance	92,229.87	91,671.00	558.87	100.61%
5130 Actives - HRA Health Reimb Acct	12,600.00	6,183.00	6,417.00	203.78%
5135 Actives - Dental Insurance	7,988.82	8,675.00	-686.18	92.09%
5140 Actives - Dental Reimbursement	184.80	891.00	-706.20	20.74%
5145 Actives - Vision Insurance	1,397.02	1,519.00	-121.98	91.97%
5150 Group Life Insurance	304.00	326.00	-22.00	93.25%
5153 Trustees - HRA Health Reimb Acct	3,600.00		3,600.00	
5160 Retirees - HRA & Medical Reimb	11,758.98		11,758.98	
5165 Long Term Disability - Standard	4,376.31	4,593.00	-216.69	95.28%
5170 Actives - Other Benefits	1,669.16	0.00	1,669.16	
5175 Social Security & Medicare Tax	16,706.20	15,341.00	1,365.20	108.90%
5180 CA Unemployment/Disability Tax	1,231.87	1,483.00	-251.13	83.07%
5182 Workers Compensation	135,118.00	136,820.00	-1,702.00	98.76%

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

Statement of Revenues, Expenses & Changes- Budget vs. Actual

July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Total 5100 EMPLOYEE BENEFITS	\$ 509,682.30	\$ 471,603.00	\$ 38,079.30	108.07%
5200 TRAINING - BOARD & STAFF				
5205 Coastal Regional Continuing Ed.	3,420.00	5,349.00	-1,929.00	63.94%
5210 Conferences / Workshops Board	4,553.39	4,683.00	-129.61	97.23%
5215 Conferences / Workshops Staff	7,346.74	19,067.00	-11,720.26	38.53%
5220 Staff Training		1,358.00	-1,358.00	0.00%
Total 5200 TRAINING - BOARD & STAFF	\$ 15,320.13	\$ 30,457.00	-\$ 15,136.87	50.30%
5300 ADMINISTRATION				
5305 Board Meeting Expenses	1,580.36	1,669.00	-88.64	94.69%
5310 Background / drug screening	174.30	400.00	-225.70	43.58%
5325 HR & Finance Consultant	1,700.45	1,323.00	377.45	128.53%
5330 Memberships & Subscriptions	23,614.03	19,089.00	4,525.03	123.70%
5335 Office Expense	2,178.77	3,765.00	-1,586.23	57.87%
5340 Janitorial/Household Expense	6,868.65	9,229.00	-2,360.35	74.42%
5345 Prof. Services - Engineer Rpt	15,942.56	16,876.00	-933.44	94.47%
5350 Legal Services	7,406.00	5,815.00	1,591.00	127.36%
5360 Permits		227.00	-227.00	0.00%
5375 Audit	20,890.00	29,486.00	-8,596.00	70.85%
5380 Copier and postage	1,951.99	1,612.00	339.99	121.09%
5385 Security and fire alarm	3,424.50	3,159.00	265.50	108.40%
5390 Payroll Service	2,565.55	2,841.00	-275.45	90.30%
5395 Bank Fees (County General Fund)	463.64	233.00	230.64	198.99%
5396 Bank Fees (County Capital Fund)	431.73	201.00	230.73	214.79%
Total 5300 ADMINISTRATION	\$ 89,192.53	\$ 95,925.00	-\$ 6,732.47	92.98%
5400 INSURANCE				
5410 Liability Insurance - VCJPA	125,601.00	130,355.00	-4,754.00	96.35%
5415 Auto Physical Damage	7,444.00	7,444.00	0.00	100.00%
5420 Group Property Program	27,861.00	34,388.00	-6,527.00	81.02%
5425 VCJPA - General Fund Allocation	3,936.00	2,894.00	1,042.00	136.01%
5430 Group Fidelity	5,340.00	6,570.00	-1,230.00	81.28%
5435 Non-owned Aircraft	4,125.00	5,319.00	-1,194.00	77.55%
5436 Cyber Liability	3,541.14	3,394.00	147.14	104.34%
5445 Business Travel Accident Ins		448.00	-448.00	0.00%
Total 5400 INSURANCE	\$ 177,848.14	\$ 190,812.00	-\$ 12,963.86	93.21%
5450 COMPUTER HARDWARE & SOFTWARE				
5460 Computer Hardware	238.13	673.00	-434.87	35.38%
5465 Computer Software	3,242.38	5,051.00	-1,808.62	64.19%
5470 Database & Mapping - License		12,500.00	-12,500.00	0.00%
5475 Website Hosting / Microsoft	6,134.05	6,730.00	-595.95	91.14%
Total 5450 COMPUTER HARDWARE & SOFTWARE	\$ 9,614.56	\$ 24,954.00	-\$ 15,339.44	38.53%

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Statement of Revenues, Expenses & Changes- Budget vs. Actual □
 July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
5500 FACILITIES MAINTENANCE				
5505 Facility - Repairs & Maint	6,608.89	11,329.00	-4,720.11	58.34%
Total 5500 FACILITIES MAINTENANCE	\$ 6,608.89	\$ 11,329.00	-\$ 4,720.11	58.34%
5550 UTILITIES				
5560 Gas & Electricity - PG&E	10,993.96	6,754.00	4,239.96	162.78%
5565 Water	1,001.53	1,142.00	-140.47	87.70%
5570 Phone - VOIP - Fusion/MegaPath	1,622.40	1,621.00	1.40	100.09%
5575 Phone - Land Line-AT&T/Comcast	933.57	1,497.00	-563.43	62.36%
5580 Phone - Mobile Devices-Verizon	5,594.57	5,442.00	152.57	102.80%
Total 5550 UTILITIES	\$ 20,146.03	\$ 16,456.00	\$ 3,690.03	122.42%
5600 FLEET MAINTENANCE				
5610 Garage Tools	280.77	2,351.00	-2,070.23	11.94%
5615 Garage Repairs Outside	4,064.68	7,038.00	-2,973.32	57.75%
5620 Auto, Hotsy, Plug, Boat, Traile	2,838.44	5,969.00	-3,130.56	47.55%
5630 Ops Equipment & Repairs	2,955.99	844.00	2,111.99	350.24%
Total 5600 FLEET MAINTENANCE	\$ 10,139.88	\$ 16,202.00	-\$ 6,062.12	62.58%
5700 OPERATIONS				
5705 Pesticides	15,485.43	23,341.00	-7,855.57	66.34%
5715 Helicopter	6,450.00	8,034.00	-1,584.00	80.28%
5720 Safety Equipment	180.87	299.00	-118.13	60.49%
5725 Apparel - Uniforms & Boots	3,025.74	3,395.00	-369.26	89.12%
5730 Mosquito Fish	21.26	1,171.00	-1,149.74	1.82%
5735 Fuel	22,733.09	26,936.00	-4,202.91	84.40%
Total 5700 OPERATIONS	\$ 47,896.39	\$ 63,176.00	-\$ 15,279.61	75.81%
5800 LABORATORY				
5805 Disease Surveillance	600.03	873.00	-272.97	68.73%
5810 Sentinel Chicken Flocks/Supply	219.13	187.00	32.13	117.18%
5815 Mosquito Blood	1,113.00	1,138.00	-25.00	97.80%
5820 Dry Ice	4,609.23	4,900.00	-290.77	94.07%
5825 Lab Supplies	2,622.76	2,366.00	256.76	110.85%
5830 Lab Biowaste Disposal	312.00	329.00	-17.00	94.83%
5835 Lab Equip. Repair	322.00	0.00	322.00	
5840 Lab Equip. Maintenance	1,320.26	0.00	1,320.26	
5845 Lab PCR Supplies	9,033.88	9,772.00	-738.12	92.45%
5850 Lab PCR Maintenance	3,469.50	0.00	3,469.50	
Total 5800 LABORATORY	\$ 23,621.79	\$ 19,565.00	\$ 4,056.79	120.73%
5900 PUBLIC OUTREACH				
5910 Media and Network	17,138.22	24,724.00	-7,585.78	69.32%
5920 Promotion & Printing	7,296.32	8,880.00	-1,583.68	82.17%
Total 5900 PUBLIC OUTREACH	\$ 24,434.54	\$ 33,604.00	-\$ 9,169.46	72.71%

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Statement of Revenues, Expenses & Changes- Budget vs. Actual □
 July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
6000 CAPITAL IMPROVEMENTS				
6010 Building Improvements	32,352.70	0.00	32,352.70	
6020 Equipment - Operations & Admin	12,947.06	0.00	12,947.06	
6025 Software		40,000.00	-40,000.00	0.00%
6030 Vehicle Leases	17,489.95	17,578.00	-88.05	99.50%
Total 6000 CAPITAL IMPROVEMENTS	\$ 62,789.71	\$ 57,578.00	\$ 5,211.71	109.05%
6500 DEBT SERVICE				
6510 Principal Payments	219,359.16	219,360.00	-0.84	100.00%
6520 Interest Payments	98,734.96	98,735.00	-0.04	100.00%
Total 6500 DEBT SERVICE	\$ 318,094.12	\$ 318,095.00	-\$ 0.88	100.00%
Total Expenses	\$ 2,135,267.28	\$ 2,217,889.00	-\$ 82,621.72	96.27%
Net Operating Income	-\$ 1,681,415.30	-\$ 1,781,131.00	\$ 99,715.70	94.40%
Net Income	-\$ 1,681,415.30	-\$ 1,781,131.00	\$ 99,715.70	94.40%

San Mateo County Mosquito & Vector Control District

09/30/2024

A/R Aging Summary

As of September 30, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Foster City	11,508.71					11,508.71
City of Pacifica Public Works Wastewater	158.31					158.31
City of Redwood City, Public Works	4,900.43					4,900.43
City of San Francisco, Parks	10,784.02		5,123.23		123.25	16,030.50
City of San Francisco, Public Utilities	140.86		140.86			281.72
City of San Mateo, Wastewater Treatment	602.17					602.17
City of South San Francisco Water Quality	336.12					336.12
San Francisco Int'l Airport	889.01		899.98	440.19		2,229.18
Sewer Authority Mid-Coastside	78.08					78.08
Silicon Valley Clean Water	696.56		348.28			1,044.84
Stanford University - Jasper Ridge	7,166.63		4,128.12			11,294.75
TOTAL	\$ 37,260.90	\$ 0.00	\$ 10,640.47	\$ 440.19	\$ 123.25	\$ 48,464.81

San Mateo County Mosquito & Vector Control District

10/29/2024

A/R Aging Summary

As of October 29, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of Foster City	4,912.30					4,912.30
City of Redwood City, Public Works		4,900.43				4,900.43
City of San Francisco, Parks		5,437.58	5,123.23		123.25	10,684.06
City of San Francisco, Public Utilities	70.43					70.43
City of South San Francisco Water Quality	168.06	168.06				336.12
San Francisco Int'l Airport	264.11	624.90			440.19	1,329.20
Stanford University - Jasper Ridge	4,181.30	2,985.33	4,128.12			11,294.75
TOTAL	\$ 9,596.20	\$ 14,116.30	\$ 9,251.35	\$ 0.00	\$ 563.44	\$ 33,527.29

San Mateo County Mosquito and Vector Control District
Cash Activity & Reconciliation to County Statement
General Fund
September 30, 2024

**GF-Sep
2024**

Beginning Cash per District as of Aug 31, 2024 3,065,262

Reductions	
Payroll Related (ADP)	(238,298)
Checks Written	(138,212)
Transfer to Cal CLASS	-
Bank Fee	(265)
Total Reductions	(376,775)

Additions	
Abatement Services	11,475
Property Tax Revenue	573
Quarterly Interest	-
ERAF Rebate	-
Special Benefit Assessment	-
Less Dep Permit not in Cnty Cash yet	(13,326)
Misc Deposit	3,154
Total Additions	1,877

Ending Cash per District as of Sep 30, 2024 2,690,363

Cash per County General Fund Statement 2,690,363

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] 09/01/2024-09/30/2024 Page 2
TUE, OCT 15, 2024, 11:51 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17392824 J5997---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 09/01/24	5,401,128.54	2,335,866.75	3,065,261.79
	09/17/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	1,303.64	0.00	3,066,565.43
	09/24/24	JE561967	AutoID: JCA925A4 Job: 17362 JE	0.00	264.65	3,066,300.78
	09/26/24	SPS9264	AutoID: ITX926A4 Job: 17354 JE	572.93	0.00	3,066,873.71
	09/30/24	JE562435	AutoID: JNEO02C4 Job: 17373 JE	0.00	376,510.28	2,690,363.43
		DR	* SUB ACCT Total *	5,403,005.11*	2,712,641.68*	2,690,363.43*

San Mateo County Mosquito and Vector Control District
 Cash Activity & Reconciliation to County Statement
 Capital Project Fund
 September 30, 2024

CPF-Sep
2024

Beginning Cash per District as of Aug 31, 2024	625,260
Reductions	
Checks Written	(31,226)
Bank Fee	(172)
Transfer-Out to General Fund	-
Total Reductions	(31,397)
Additions	
Quarterly Interest	-
Transfer-In from General Fund	-
Total Additions	-
Ending Cash per District as of Sep 30, 2024	593,862
Cash per County Capital Project Fund Statement	593,862
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] 09/01/2024-09/30/2024 Page 1
 TUE, OCT 15, 2024, 11:51 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17392824 J5997---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 09/01/24	678,028.17	52,768.61	625,259.56				
	09/24/24	JE561967	AutoID: JCA925A4 Job: 17362 JE	0.00	171.69	625,087.87				
	09/30/24	JE562435	AutoID: JNE002C4 Job: 17373 JE	0.00	31,225.58	593,862.29				
	DR		* SUB ACCT Total *	678,028.17*	84,165.88*	593,862.29*				

San Mateo County Mosquito and Vector Control District
ADP Payroll Disbursement
September 30, 2024

Sep 2024

September 13, 2024

September 27, 2024

Footnotes:

Payroll ACH Disbursement (including Net Pay & Taxes)

Total Net Pay	88,719	87,703
Federal W/H Tax	16,667	16,532
Social Security Tax	1,606	1,443
Medicare	3,931	3,893
CA W/H Tax	7,061	7,009
CA SUI/DI	1,595	1,594
Total	119,581	118,175

— A

ADP Process Fees **PPE 8/10, 8/24** 365

ADP Fee **Time & Attendance 9/13** 178

Total amount for the period: 119,946 118,353

Total amount for the month: 238,298

Footnotes:

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

San Mateo County Mosquito & Vector Control District
 Check Register (General Fund 02706)
 As of September 30, 2024

GF-Sep 2024

Transaction type	Date	Num	Name	Amount
1013 · Checking - US Bank - GF x3353				
Bill Payment (Check)	09/16/2024	3008	Charles P. Hansen	-603.91
Bill Payment (Check)	09/16/2024	3009	Dennis J Jewell	-603.91
Bill Payment (Check)	09/16/2024	3010	Great-West Life & Annuity Co	-7,522.77
Bill Payment (Check)	09/16/2024	3011	VOID	0.00
Bill Payment (Check)	09/16/2024	3012	San Mateo County Retirement Assoc.	-42,665.85
Bill Payment (Check)	09/16/2024	3013	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	09/16/2024	3014	Brian Weber	-241.50
Bill Payment (Check)	09/16/2024	3015	Matthew Nienhuis	-241.50
Bill Payment (Check)	09/16/2024	3016	Richard Arrow	-241.50
Bill Payment (Check)	09/16/2024	3017	Aim To Please Janitorial Services	-1,633.25
Bill Payment (Check)	09/16/2024	3018	Airgas Dry Ice	-714.84
Bill Payment (Check)	09/16/2024	3019	Amazon Capital Services	-2,810.05
Bill Payment (Check)	09/16/2024	3020	American Fidelity Assurance Company	-1,669.16
Bill Payment (Check)	09/16/2024	3021	Avantpage	-14.00
Bill Payment (Check)	09/16/2024	3022	Bay Alarm Company	-614.25
Bill Payment (Check)	09/16/2024	3023	Bubba's Fire Extinguisher Co-D. Pereira	-289.00
Bill Payment (Check)	09/16/2024	3024	Casey Stevenson	-184.80
Bill Payment (Check)	09/16/2024	3025	Cintas Corporation #0464	-738.80
Bill Payment (Check)	09/16/2024	3026	Colorprint	-3,212.84
Bill Payment (Check)	09/16/2024	3027	Comcast	-140.11
Bill Payment (Check)	09/16/2024	3028	Eco Medical Inc.	-104.00
Bill Payment (Check)	09/16/2024	3029	Flyers Energy LLC	-4,124.86
Bill Payment (Check)	09/16/2024	3030	Franchise Tax Board	-100.00
Bill Payment (Check)	09/16/2024	3031	FRMS	-33,971.65
Bill Payment (Check)	09/16/2024	3032	Grainger	-189.69
Bill Payment (Check)	09/16/2024	3033	Kone Inc.	-1,963.68
Bill Payment (Check)	09/16/2024	3034	Lampire Biological Laboratories, Inc.	-371.00
Bill Payment (Check)	09/16/2024	3035	Leading Edge Aerial Technologies, Inc.	-2,150.00
Bill Payment (Check)	09/16/2024	3036	MacLeod Watts, Inc	-2,140.00
Bill Payment (Check)	09/16/2024	3037	Mary Ann Liebert, Inc.	-925.00
Bill Payment (Check)	09/16/2024	3038	MidAmerica Administrative & Retirement	-1,800.00
Bill Payment (Check)	09/16/2024	3039	O'Reilly Automotive, Inc.	-335.55
Bill Payment (Check)	09/16/2024	3040	PG&E	-4,193.05
Bill Payment (Check)	09/16/2024	3041	Quench USA, Inc.	-225.52
Bill Payment (Check)	09/16/2024	3042	RankPlus SEO	-742.00
Bill Payment (Check)	09/16/2024	3043	Recology San Mateo County	-530.38
Bill Payment (Check)	09/16/2024	3044	RMT Landscape Contractors, Inc.	-869.00
Bill Payment (Check)	09/16/2024	3045	Robert Riechel	-342.75
Bill Payment (Check)	09/16/2024	3046	Spark Creative Design	-2,312.50
Bill Payment (Check)	09/16/2024	3047	Streamline	-431.00
Bill Payment (Check)	09/16/2024	3048	The Pun Group, LLP	-13,750.00
Bill Payment (Check)	09/16/2024	3049	Verizon	-1,863.76
TOTAL CHECKS #3008-3049:				-138,211.84
Total 1013 · Checking -US Bank - x3353 (Charged to General Fund #02706)				-138,211.84

Note: Previous month's check numbers were 2946-3007. Current month's check numbers are 3008-3049 (42 checks).

San Mateo County Mosquito & Vector Control District
 Check Register (Capital Fund 02705)
 September 2024

CPF-Sep 2024

Transaction type	Date	Num	Name	Amount
1023 · Checking -US Bank - x4183				
Bill Payment (Check)	09/16/2024	1287	Aetypic, Inc.	-18,966.70
Bill Payment (Check)	09/16/2024	1288	Capital Program Management Inc.	-5,136.50
Bill Payment (Check)	09/16/2024	1289	Enterprise FM Trust	-7,122.38
TOTAL CHECKS #1287-1289:				<u>-31,225.58</u>
Total 1023 · Checking -US Bank - x4183 (Charged to Capital Project Fund #02705)				<u><u>-31,225.58</u></u>

Note: Previous month's check number were 1285-1286. Current month's check number are 1287-1289 (3 checks).



P.O. BOX 6343
FARGO ND 58125-6343

Sep
2024

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 09-23-2024
AMOUNT DUE \$35,735.56
NEW BALANCE \$35,735.56
PAYMENT DUE ON RECEIPT



000000898 01 SP 106481138308419 P
SMCMVCD
ATTN DISTRICT MANAGER
1351 ROLLINS RD
BURLINGAME CA 94010-2409

AMOUNT ENCLOSED
\$ 21,974.06

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

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

[REDACTED] 003573556 003573556

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Cash Payment Charges	Credits	Payments	New Balance	
4246 0445 5564 6301 Company Total	\$37,700.42	\$22,088.67	\$0.00	\$0.00	\$0.00	\$114.61	\$23,938.92	\$35,735.56	

CORPORATE ACCOUNT ACTIVITY				
SMCMAD	TOTAL CORPORATE ACTIVITY			
[REDACTED]	\$23,938.92 CR			
Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-09	09-06	74798264253000000000858	PAYMENT - THANK YOU 00000 C	23,938.92 PY

NEW ACTIVITY				
ANGELA NAKANO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$647.47	\$0.00	\$647.47
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-23	08-21	24943014235010202648215	THE HOME DEPOT #0632 SAN MATEO CA	72.26
08-28	08-27	24116414240742327187481	DO MY OWN 866-581-7378 CA	84.22
08-28	08-27	24717054240262400505449	SIGMA ALDRICH US 800-3253010 MO	137.61
08-29	08-28	24692164241100361312048	CPI*COLEPARMERINSTRUMT 800-323-4340 IL	353.38

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	37,700.42
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	22,088.67
	09/23/24	.00	CASH ADVANCES	.00
	AMOUNT DUE		CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
35,735.56		CREDITS	114.61	
		PAYMENTS	23,938.92	
		ACCOUNT BALANCE	35,735.56	

Sep
2024



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 09-23-2024

NEW ACTIVITY

CASEY STEVENSON	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
██████████	\$0.00	\$13,177.38	\$0.00	\$13,177.38

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-09	09-08	24275394250900012000025	AMERICAN STAR MARINE 650-3758333 CA	12,947.06
09-20	09-19	24412954263041190037404	CROWLEY OUTDOORS 303-355-3355 CO	230.32

SMCMVCD ADMIN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
██████████	\$0.00	\$7,457.93	\$0.00	\$7,457.93

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-23	24207854237179500808892	CAPIO - CA ASSOCIATION OF 530-9245444 CA	30.00
08-27	08-26	24000774240000003041126	WWW THRIVEALLIANCE.ORG WWW THRIVEALL CA	75.00
08-27	08-26	24692164239108418815685	COSTCO DELIVERY 654 800-788-9968 CA	264.33
08-29	08-28	24240524241072204109042	PESTED.COM, LLC 845-491-4048 NY	195.00
08-30	08-30	242042942430000208715094	GOOGLE ADS3907138857 650-2530000 CA	500.00
08-30	08-29	24906414242207891501790	WAVE - *MIMI CHIU MIMIMI 216-9056829 NY	617.40
09-02	09-01	24000774245000017807509	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	37.50
09-02	09-01	24204294245001601233097	GOOGLE ADS3907138857 650-2530000 CA	84.17
09-02	09-01	24692164245100592730626	YELPINC*855 380 9357 855-380-9357 CA	90.00
09-03	09-02	24692164246101624598394	B2B PRIME*RK4PT5U50 AMZN.COM/BILL WA	547.03
09-05	09-04	24692164248103425678472	SRFAX 866-554-0263 604-713-8000 CA	76.20
09-06	09-04	24692164249103979097631	UNITED 0162418237815 UNITED.COM TX NIENHUIS/MATTHEWFULT 09-09-24 SFO UA H PSP UA Q SFO	521.95
09-09	09-07	24692164251105626760771	TST*ORIGINAL JOES - WEST 650-755-7400 CA	757.76
09-10	09-09	24055234253084018014834	ROCK AUTO ROCKAUTO.COM WI	841.43
09-10	09-09	24116414253714452363595	SPRAYER DEPOT 800-228-0905 FL	134.20
09-10	09-09	24755424254152541548104	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-10	09-09	24755424254152541548120	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-11	09-10	24692164254108223020596	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11320 ARRIVAL: 09-09-24	483.56
09-11	09-10	24692164254108223020604	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11326 ARRIVAL: 09-09-24	495.08
09-11	09-10	24692164254108223020620	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11534 ARRIVAL: 09-09-24	483.56
09-11	09-10	24692164254108223020638	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11638 ARRIVAL: 09-09-24	495.08
09-13	09-12	24204294256001656172097	GOOGLE ADS3907138857 650-2530000 CA	500.00
09-13	09-11	24231684256086840981140	SAFEWAY #1547 BURLINGAME CA	13.98
09-16	09-12	24692164257100607201248	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11320 ARRIVAL: 09-09-24	19.43
09-16	09-12	24692164257100607201923	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11534 ARRIVAL: 09-09-24	11.52
09-17	09-16	24755424261152614477554	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-17	09-16	24755424261152614477562	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-17	09-16	24755424261152614477588	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-23	09-22	24431064268060093142576	FASTRAK CSC 415-486-8655 CA	25.00

BRIAN WEBER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
██████████	\$114.61	\$805.89	\$0.00	\$891.28

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-05	24000974249277401871034	THE UPS STORE 0446 650-6920820 CA	15.00

Sep
2024

10/23/2024 10:23:00 AM
10/23/2024 10:23:00 AM
10/23/2024 10:23:00 AM
10/23/2024 10:23:00 AM
10/23/2024 10:23:00 AM

Company Name: SMCMVCD
Corporate Account Number: ██████████
Statement Date: 09-23-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-09	09-08	74430994252082832051215	MICROSOFT*365 MSBILL.INFO WA	69.85	CR
09-09	09-08	74430994252083010887325	MICROSOFT*365 MSBILL.INFO WA	45.78	CR
09-09	09-07	24000974252288504053889	THE UPS STORE 0446 850-8920820 CA	15.00	
09-10	09-10	24492154254743500137334	UBER *TRIP HELP.UBER.COM CA	30.99	
09-11	09-11	24492154255715653810817	UBER *TRIP HELP.UBER.COM CA	16.85	
09-11	09-11	24492154255745651130546	UBER *TRIP HELP.UBER.COM CA	6.19	
09-11	09-11	24492154255745659565826	UBER *TRIP HELP.UBER.COM CA	14.95	
09-11	09-09	24692164254108116020778	UNITED 0164432323605 HOUSTON TX WEBER /FIRST CHE 0-0-0	40.00	
09-12	09-11	24164074255069223339528	FEDEX OFFIC58400055848 INDIAN WELLS CA	2.48	
09-13	09-12	24492154256745912703791	UBER *TRIP HELP.UBER.COM CA	61.45	
09-13	09-12	24692164257100246754936	UNITED 0164433167869 HOUSTON TX WEBER /FIRST CHE 0-0-0	40.00	
09-16	09-12	24692164257100607202160	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11629 ARRIVAL: 09-09-24	562.98	

Department: 00000 Total:
Division: 00000 Total:

\$21,974.06
\$21,974.06

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Credit Card Transaction Report
September 2024

Account	Date	Name	Memo/Description	Account	Amount
1040 US Bank Purchase Card					
1052 US Bank Visa Angie x8413					
1052 US Bank Visa Angie x8413	08/21/2024	Home Depot	Tools for field bioassay and drain opener	Lab Supplies	\$ 72.26
1052 US Bank Visa Angie x8413	08/27/2024	Misc-Lab	DoMyOwn pest control - insecticide for yj baiting project	Lab Supplies	\$ 84.22
1052 US Bank Visa Angie x8413	08/27/2024	Misc-Lab	Millipore Sigma - lure for yj traps	Lab Supplies	\$ 137.61
1052 US Bank Visa Angie x8413	08/28/2024	Cole-Parmer	Isopropanol for disease testing	Disease Surveillance	\$ 353.38
Total for 1052 US Bank Visa Angie x8413					\$ 647.47
1050 US Bank Visa Admin x5992					
1050 US Bank Visa Admin x5992	08/23/2024	Misc- Outreach	Training for staff-webinar about media interviews/training	Media and Network	\$ 30.00
1050 US Bank Visa Admin x5992	08/26/2024	Costco	Misc. janitorial paper supplies	Janitorial/Household Expense	\$ 116.60
			Misc. office supplies	Office Expense	\$ 147.73
1050 US Bank Visa Admin x5992	08/26/2024	Misc- Outreach	ThriveAlliance.org - Conf. registration for Brian and Rachel	Conferences / Workshops Staff	\$ 75.00
1050 US Bank Visa Admin x5992	08/28/2024	Misc- Ops	Pested.com - 20HR CEU drone pilot training for Sean	Conferences / Workshops Staff	\$ 195.00
1050 US Bank Visa Admin x5992	08/29/2024	Misc- Outreach	Mimi Chui - animation of Spanish version of tick video for outreach	Media and Network	\$ 617.40
1050 US Bank Visa Admin x5992	08/30/2024	Google Inc.	Google ad campaigns for dist. services	Media and Network	\$ 584.17
1050 US Bank Visa Admin x5992	09/01/2024	Mosyle Business	Subscription duration 9/1/24-9/30/24	Computer Software	\$ 37.50
1050 US Bank Visa Admin x5992	09/01/2024	Misc- Outreach	Yelp - enhancements to raise awareness of dist. services	Media and Network	\$ 90.00
1050 US Bank Visa Admin x5992	09/02/2024	Amazon.com	Business prime membership for 10 users	Memberships & Subscriptions	\$ 547.03
1050 US Bank Visa Admin x5992	09/04/2024	SR Fax	Charges for period 9/4/24-9/3/25	Office Expense	\$ 76.20
1050 US Bank Visa Admin x5992	09/04/2024	United Airline	Round-trip flight for Matt - CSDA conference	Conferences / Workshops Staff	\$ 521.95
1050 US Bank Visa Admin x5992	09/07/2024	Misc-Admin	Original Joe's - dinner for the Sept. board meeting	Board Meeting Expenses	\$ 757.76
1050 US Bank Visa Admin x5992	09/09/2024	Rock Auto	Parts to repair and maintain cb jeep fleet	Auto, Hotsy, Plug, Boat, Traile	\$ 841.43
1050 US Bank Visa Admin x5992	09/09/2024	Sprayer Depot	Parts to repair and maintain cb jeep sprayer system	Ops Equipment & Repairs	\$ 134.20
1050 US Bank Visa Admin x5992	09/09/2024	Misc- Ops	SMOGs on fleet vehicles - five vehicles	Garage Repairs Outside	\$ 158.75
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Rich CSDA conf. 9/9-9/12	Conferences / Workshops Staff	\$ 502.99
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Trustee Mason CSDA conf. 9/9-9/12	Conferences / Workshops Board	\$ 495.08
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Trustee R. Riechel CSDA conf. 9/9-9/12	Conferences / Workshops Board	\$ 495.08
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Matt CSDA conf. 9/9-9/12	Conferences / Workshops Staff	\$ 495.08
1050 US Bank Visa Admin x5992	09/11/2024	Safeway Store	Cookies for Sept. board meeting	Board Meeting Expenses	\$ 13.98
1050 US Bank Visa Admin x5992	09/12/2024	Google Inc.	Google ad campaigns for dist. services Sept. 2024	Media and Network	\$ 500.00

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
Credit Card Transaction Report
September 2024

Account	Date	Name	Memo/Description	Account	Amount
1050 US Bank Visa Admin x5992	09/20/2024	FasTrak	Replenish 7/15/24-8/14/24	Conferences / Workshops Staff	\$ 25.00
Total for 1050 US Bank Visa Admin x5992					\$ 7,457.93
1045 US Bank Visa Brian x2315					
1045 US Bank Visa Brian x2315	09/05/2024	UPS	Two district documents notarized	Office Expense	\$ 30.00
1045 US Bank Visa Brian x2315	09/08/2024	Microsoft	Service period 8/15/24-7/14/25 19 licenses	Website Hosting / Microsoft	-\$ 68.85
1045 US Bank Visa Brian x2315	09/08/2024	Microsoft	Service period 7/15/24-7/14/25 27 licenses	Website Hosting / Microsoft	-\$ 45.76
1045 US Bank Visa Brian x2315	09/11/2024	FedEx	Fax district document	Office Expense	\$ 2.48
1045 US Bank Visa Brian x2315	09/12/2024	Uber	Transportation for Brian - CSDA conf. 9/9/24-9/12/24	Conferences / Workshops Staff	\$ 130.43
1045 US Bank Visa Brian x2315	09/12/2024	United Airline	Baggage fees for Brian - CSDA conf. 9/9-9/12	Conferences / Workshops Staff	\$ 80.00
1045 US Bank Visa Brian x2315	09/12/2024	Misc-Admin	Renaissance Resort - hotel final chrg for Brian - CSDA conf. 9/9/24-9/12/24	Conferences / Workshops Staff	\$ 562.98
Total for 1045 US Bank Visa Brian x2315					\$ 691.28
1053 US Bank Visa Casey x8447					
1053 US Bank Visa Casey x8447	09/06/2024	Misc- Ops	American Star Machine - replacement engine for the Airboat	Equipment - Operations & Admin	\$ 12,947.06
1053 US Bank Visa Casey x8447	09/06/2024	Misc- Ops	Crowley Marine - replacement prop for Klamath	Ops Equipment & Repairs	\$ 230.32
Total for 1053 US Bank Visa Casey x8447					\$ 13,177.38
Total US Bank Purchase Card					\$ 21,974.06

Accrual Basis Tuesday, October 29, 2024 10:41 PM GMTZ

Agenda Item 6C

SUBJECT: Retirement of a 2014 Nissan technician pickup truck from fixed asset inventory

SUMMARY

One technician vehicle has reached the end of its useful life, and staff proposes disposing of them according to procedures outlined in the District Policy Manual. Enterprise Fleet Management (“Enterprise”) will handle the public sale of the vehicles, with the proceeds applied toward reducing the lease payment on their replacements. Enterprise estimates the sale will generate approximately \$9,100.

BACKGROUND AND STATUS

District Policies 6020 (Fixed Asset Inventory) and 6050 (Disposal of Surplus Equipment) outline the procedures for disposing of equipment and other capital assets. A copy of the fixed asset retirement form (Attachment 5C.1) has been provided to the Finance Committee for review. If the Finance Committee recommends approval, the asset’s retirement will be included in the November Consent Calendar.

Staff requests that the Finance committee recommend that the Board approve the removal of the following item from the District’s capital asset inventory:

2014 Nissan Frontier Pro4X (4x4)
1N6AD0CU1EN732765
Mileage: 49,335

STAFF RECOMMENDATION

The Finance Committee recommends that the Board approve retiring the item listed in attachment 5C.1 from the District’s fixed asset inventory.

REFERENCE MATERIALS ATTACHED

1. Fixed Asset Retirement Request for a 2014 Nissan technician pickup truck VIN 1N6AD0CU1EN732765

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

FIXED ASSET RETIREMENT REQUEST FORM

AS OF: 11/1/2024

Inventory No.	Purchase Date	Capitalized Cost	Accumulated Depreciation	Est. Residual Value	Asset Description	Disposition
1N6AD0CU1EN732765	7/2/2014	\$ 23,975	\$ 23,975	\$ 9,000	2014 Nissan Frontier Pro4X (4x4)	public sale
Total:		\$ 23,975	\$ 23,975	\$ 9,000		

Finance Admin Signature: _____
Richard S. Arrow

District Manager Signature: _____
Brian Weber

Board President Signature: _____
Mason Brutschy

Date Signed:

Recorded on Minutes Dated:

Agenda Item 7A.1

BOARD COMMITTEE REPORTS

SUBJECT: Finance Committee Meeting of the Board of Trustees

The Finance Committee members attended a meeting on November 4, 2024. Attendees included Finance Committee Chair Ron Collins, Michael Yoshida, Robert Riechel, Mason Brutschy, Ray Williams, and Board member Laura Walsh.

The staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information and Technology Director Matthew Nienhuis, and Operations Director Casey Stevenson.

- Finance Director Richard Arrow presented the preliminary Financial Reports for FY 24-24 as of September 30, 2024. After a brief discussion highlighting the financial condition and results of operations for those periods, it was unanimously approved to forward the September 2024 financial reports to the Board for approval at their November 13, 2024, meeting. These items are to be placed on the consent calendar.
- District Manager Brian Weber submitted a summary of the construction project status at 1415 North Carolan Ave. Up to date cost estimates and architectural plans were presented. District Manager Weber discussed the latest cost estimates from our project consultant, CPM. Increased cost estimates were identified and discussed, from \$8.2 million to \$8.8 million. However, actual costs are subject to change once the original project plans are finalized and placed out to requests for proposals. Also discussed was the desire for any approvals required by the City of Burlingame or other agencies to be obtained prior to the final drafting of the construction documents.
- Operations Director Casey Stevenson discussed retiring a 2014 Nissan technician pickup truck from the fixed asset inventory. The Finance Committee recommended placing it on the consent calendar for the upcoming November 13, 2024, Board of Trustees meeting.
- Finance Director Richard Arrow discussed the District's annual audit status by the Pun Group (District Auditors). It was noted that most items have been delivered to the auditor. However, several items need to be forwarded to them. Due to the lack of a December Board meeting, it was agreed that once the final audit report and accompanying Annual Comprehensive Financial Report is received, it will be thoroughly reviewed by both the District Manager and Finance Director. Once accepted, it will be finalized no later than December 2024 for submission to the Governmental Finance

Officers Association. Additionally, it will be presented to the Board of Trustees at their January 2025 Board meeting for ratification. The Pun Group will be asked to present the final report to the Board of Trustees.

The meeting adjourned at 6:00 P.M. on November 4, 2024.



1415 N. Carolan Ave. Project Management Report

Reporting date

10/1/2024 –10/31/2024

Project objective(s)

1. Eliminate the need for leased property
2. Meet District staff, parking, and equipment storage space short and long-term needs
3. Develop a financial strategy that pays for construction and associated costs
4. Prioritize building projects based on need and cost

Work completed in October

1. Met with Aetypic and CPM regarding the project
2. Received updated cost estimate based on schematic drawings
3. Met with CPM to review and revised the proofed cost estimate

Work planned to be completed in November

1. Meet with CPM and Aetypic twice monthly
2. Revise the cost and spending plan
3. Receive 100% complete plans for review

Outlook for the remainder of 2024

1. Work with Aetypic and CPM to get construction drawings completed
2. Work with the Real Estate/Finance Committee and Aetypic to ensure accurate project costs.
3. Create and present a financial plan with implementation and funding options to the Committees and Board.

Budget status and outlook

Total budget approved for Phase 2:	\$ 555,923
Budget spent for Phase 2 (construction plans):	\$ 99,191
Total budget spent since property purchase:	\$256,442 *

• See attached detail Agenda Item 7A.2.1

**SAN MATEO COUNTY MOSQUITO
Transaction Report
July 1, 2021-October 30, 2024**

6000 CAPITAL IMPROVEMENTS
6010 Building Improvements

Account	Date	Transaction type	Num	Name	Memo/Description	Account full name	Account	Amount	Balance
6010 Building Improvements	08/12/2021	Bill	18823561-1st half Dp	Bay Alarm Company	1415 N. Carolan-Alarm Installation-1st Half Deposit	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,889	\$ 1,889.00
6010 Building Improvements	08/27/2021	Bill	74937	All Fence Company Inc.	Repair & replace chain link fence @ 1415 N Carolan	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,685	\$ 5,149.00
6010 Building Improvements	09/08/2021	Bill	18989742-2nd half Dp	Bay Alarm Company	1415 N. Carolan-Alarm Installation-2nd Half Deposit	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,889	\$ 7,038.00
6010 Building Improvements	12/11/2021	Bill	C57-406	Bay Area Paving Co. Inc.	Replaced cracked driveway and sidewalk (1415 N. Carolan) POW02706-1767	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 7,866	\$ 16,478.50
6010 Building Improvements	05/17/2022	Journal Entry	05172022A		Re-code 1415 N Carolan Ground Mulch Cover Refresh	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 3,090	\$ 71,807.50
6010 Building Improvements	05/17/2022	Journal Entry	05172022A		Re-code 1415 N Carolan Landscape Improvements	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 4,878	\$ 76,685.50
6010 Building Improvements	06/24/2022	Journal Entry	06242022A		Re-code to 6010-1415 N Carolan Intrusion Alarm Install-1st 1/2 Dep	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 325	\$ 80,910.50
6010 Building Improvements	06/24/2022	Journal Entry	06242022A		Re-code to 6010-1415 N Carolan Intrusion Alarm Install-2nd 1/2 Dep	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 325	\$ 81,235.50
6010 Building Improvements	11/03/2022	Bill	AET-2022-007	Aetypic, Inc.	Geotechnical Services: 1415 N. Carolan Ave Improvement Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 11,352	\$ 103,383.48
6010 Building Improvements	12/08/2022	Bill	AET-2022-K003	Aetypic, Inc.	Professional Services thru 11/25/22: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 96,421	\$ 199,804.58
6010 Building Improvements	04/12/2023	Bill	AET-2023-C003	Aetypic, Inc.	Professional Services thru 03/31/2023: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 12,947	\$ 212,751.08
6010 Building Improvements	06/30/2023	Bill	AET-2023-F007	Aetypic, Inc.	Professional Services thru 06/30/2023: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 14,585	\$ 227,336.08
6010 Building Improvements	12/08/2023	Bill	23-15-01	Capital Program Management Inc.	Construction Mgmt Services thru 11/30/2023: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 989	\$ 84,448.58
6010 Building Improvements	01/08/2024	Bill	23-15-02	Capital Program Management Inc.	Construction Mgmt Services thru 12/31/2023: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 2,720	\$ 87,168.08
6010 Building Improvements	02/06/2024	Bill	AET-2024-A004	Aetypic, Inc.	Professional Services thru 01/26/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 400	\$ 87,568.08
6010 Building Improvements	02/06/2024	Bill	AET-2023-J008	Aetypic, Inc.	Professional Services thru 02/27/2023 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,798	\$ 93,364.08
6010 Building Improvements	02/09/2024	Bill	23-15-03	Capital Program Management Inc.	Construction Mgmt Services thru 01/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,662	\$ 98,026.08
6010 Building Improvements	03/08/2024	Bill	23-15-04	Capital Program Management Inc.	Construction Mgmt Services thru 02/29/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 3,830	\$ 101,856.58
6010 Building Improvements	04/08/2024	Bill	23-15-05	Capital Program Management Inc.	Construction Mgmt Services thru 03/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 3,830	\$ 105,686.08
6010 Building Improvements	05/10/2024	Bill	23-15-06	Capital Program Management Inc.	Construction Mgmt Services thru 04/30/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,163	\$ 109,847.58
6010 Building Improvements	06/10/2024	Bill	23-15-07	Capital Program Management Inc.	Construction Mgmt Services thru 05/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 2,054	\$ 111,901.08
6010 Building Improvements	06/30/2024	Bill	AET-2024-F009	Aetypic, Inc.	Professional Services thru 03/02/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 29,285	\$ 141,186.08
6010 Building Improvements	06/30/2024	Bill	24-14-01	Capital Program Management Inc.	Construction Mgmt Services thru 06/30/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,607	\$ 145,792.58
6010 Building Improvements	08/09/2024	Bill	24-14-02	Capital Program Management Inc.	Construction Mgmt Services thru 07/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 8,250	\$ 154,042.08
6010 Building Improvements	09/04/2024	Bill	AET-2024-H006	Aetypic, Inc.	Professional Services thru 8/31/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 16,967	\$ 173,008.78
6010 Building Improvements	09/09/2024	Bill	24-14-03	Capital Program Management Inc.	Construction Mgmt Services thru 08/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,137	\$ 178,145.28
6010 Building Improvements	10/09/2024	Bill	24-14-04	Capital Program Management Inc.	Construction Mgmt Services thru 09/30/2024: Proj No. 24-14 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,106	\$ 183,251.28
Total for 6010 Building Improvements								\$ 266,442	
Total for 6000 CAPITAL IMPROVEMENTS with sub-accounts								\$ 266,442	



Agenda Item 8.A. – Operations Staff Program Reports

Field Operations in October 2024

Controlling Juvenile Mosquitoes to Help Keep San Mateo County Free of West Nile Virus

District staff take pride in monitoring and controlling mosquito populations, safeguarding the public from potential health risks. This task is particularly critical from May through October, the peak months for mosquito-borne disease transmission. So far in 2024, the County has had 36 birds test positive for West Nile virus (WNV), which prompted staff to set traps around each positive bird location to collect and test local mosquito populations for the virus. Fortunately, so far in 2024, no mosquito samples collected in the County have tested positive for WNV, likely due largely to the preventive measures our staff take to prevent mosquito breeding.

The District's proactive approach begins long before the summer months. With over 8,000 known potential mosquito breeding habitats across San Mateo County, the team works year-round to reduce the likelihood of WNV-positive mosquitoes. Nine Vector Control Technicians, supported by seasonal staff, routinely monitor these habitats, using larvicides to control mosquitoes in their juvenile stages. Targeting mosquitoes before they mature is a more manageable approach, as it addresses them. At the same time, they are still contained within their breeding sites, reducing the likelihood of disease transmission through adult mosquitoes capable of flying and biting residents.

The team's work is aided by a comprehensive, map-based database that records each breeding site's location and details on previous control efforts specific to that location. Each site is visited at least three times annually, with the information gathered from these visits guiding the technicians on where to focus their attention. This data-driven approach allows the District to make informed decisions, ensuring resources are effectively allocated to areas most at risk of mosquito production.

Staff's knowledge of San Mateo County's stormwater infrastructure, particularly its numerous catch basins, plays a significant role in mosquito control. After the rainy season, stagnant water in these basins provides an ideal breeding ground for *Culex pipiens*, the mosquito species most associated with West Nile virus in our area. The District inspects and treats over 40,000 catch basins yearly, with the seasonal team conducting thorough inspections and treatments from late April onward. Each catch basin is visited multiple times throughout the summer. In 2024 alone, the seasonal catch basin team inspected and treated 188,669 catch basins, underscoring the District's commitment to proactive, extensive mosquito control.

Through its dedicated and preventative approach, the District reduces the risk of disease-spreading mosquitoes in San Mateo County. The combined efforts of year-round monitoring, early-stage mosquito control, and a data-tracking system have played a pivotal role in protecting public health. By addressing the threat of mosquitoes at multiple levels, the District provides a vital service that safeguards the community from the dangers of mosquito-borne diseases like West Nile virus.



Agenda Item 8.A. – Operations Staff Program Reports

District Staff in Action



District staff working at Sharp Park in Pacifica to control mosquitoes at the Sharp Park Golf course. Leading Edge Aerial services were providing the mosquito control services for this area.



Agenda Item 8.A. – Operations Staff Program Reports

District Staff in Action



Vector Control Technician David Allen applying a liquid larvicide at the San Mateo Sewer Plant off of 3rd Avenue. The sewer plants in San Mateo County are treated for juvenile mosquitoes twice a month from April to October.



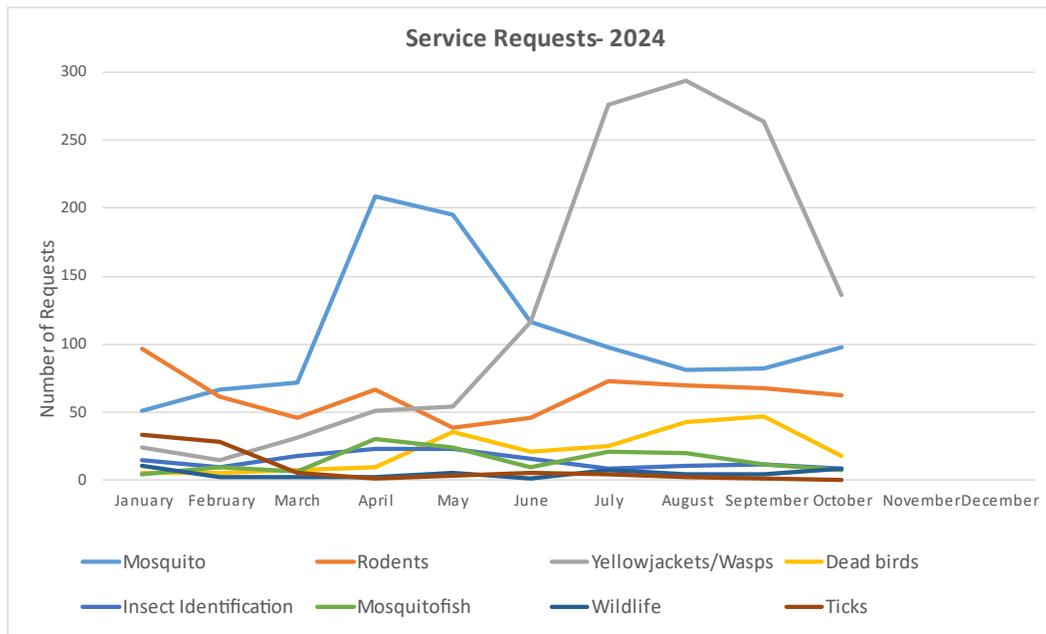
Agenda Item 8.A. – Operations Staff Program Reports

October 2024 Service Requests

Type of Request	October 2024	5-year October average
Yellowjackets/wasps	136	132
Mosquitoes	98	74
Rodents	63	57
Dead birds	18	13
Mosquitofish	8	9
Insect identification	9	13
Wildlife	9	6
Ticks	0	0
Other	4	10
Total	345	314

The total number of service requests was near average in October (345 requests compared to a five-year average of 314). All categories except mosquitoes were also close to average, with 98 requests this October compared to a five-year average of 74. Continuing mild weather in October, along with West Nile virus detections in birds, may have contributed to a high number of mosquito-related service requests. Yellowjacket service requests were numerous but quickly declined from their summer peak.

Service requests in the category “other” included insect-related requests such as bees and fleas.



Service requests by type in 2024. Yellowjacket/wasp issues were the most frequently reported, but have begun a seasonal decline.



Agenda Item 8.B. – Laboratory Staff Program Reports

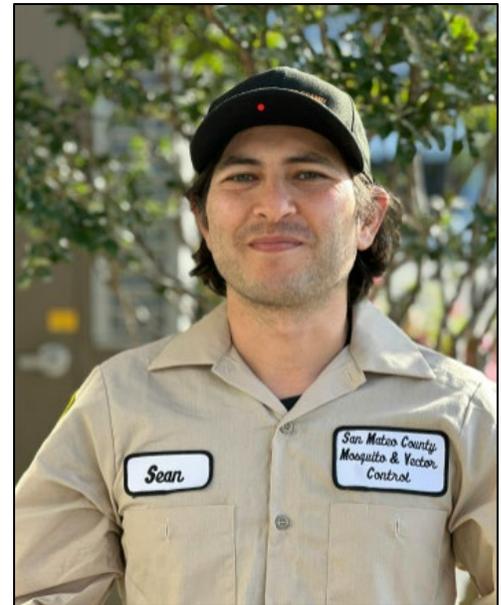
Lab Activities in October 2024

Active Surveillance – Keeping Watch for Invasive Mosquitoes

Invasive mosquito species such as *Aedes aegypti* and *Aedes albopictus*, originally from tropical and subtropical regions, pose a significant health concern due to their ability to transmit diseases like Zika, dengue, yellow fever, and chikungunya. While California's natural habitats are not ideal for these mosquitoes, they thrive in urban areas and residential yards. These species can spread rapidly when eggs, larvae, or pupae hitch a ride in water-holding plants like lucky bamboo and bromeliads or infested containers, such as old tires, that are transported from one area to another. They can even travel as adult mosquitoes in cars. In recent years, *Aedes aegypti* has expanded its range to 19 counties across California, and this season it has been detected in three Bay Area counties: Santa Clara, Alameda, and Contra Costa. This growing presence highlights the critical importance of increased surveillance efforts in San Mateo County.

To monitor for invasive mosquito species, laboratory seasonal assistant Sean Sasabe has been setting up specialized traps on a weekly basis since early May. Each trap is a small black cup or bucket filled with water and lined with seed germination paper, designed to attract container-breeding *Aedes* mosquitoes, which deposit their eggs on the paper. Sean has meticulously maintained over 100 traps across 23 high-risk locations in the county, including cemeteries and nurseries. When mosquito eggs were detected, species identification was conducted through visual inspection and molecular testing. Fortunately, no *Aedes aegypti* eggs were found. Although Sean's position with the District will end in November, limited off-season monitoring for invasive mosquitoes will continue due to the heightened risk in San Mateo County following the Bay Area detections.

We want to extend a heartfelt thank you to Sean for his commitment and hard work in leading these critical efforts to keep our community safe. For more information on preventing invasive *Aedes* mosquitoes, visit our website: smcmvcd.org/invasive-aedes-aegypti.



Since joining the District in May, Seasonal Laboratory Assistant Sean Sasabe has set and picked up over 2,400 mosquito traps across the county.



Agenda Item 8.B. – Laboratory Staff Program Reports

West Nile Virus 2024 Season

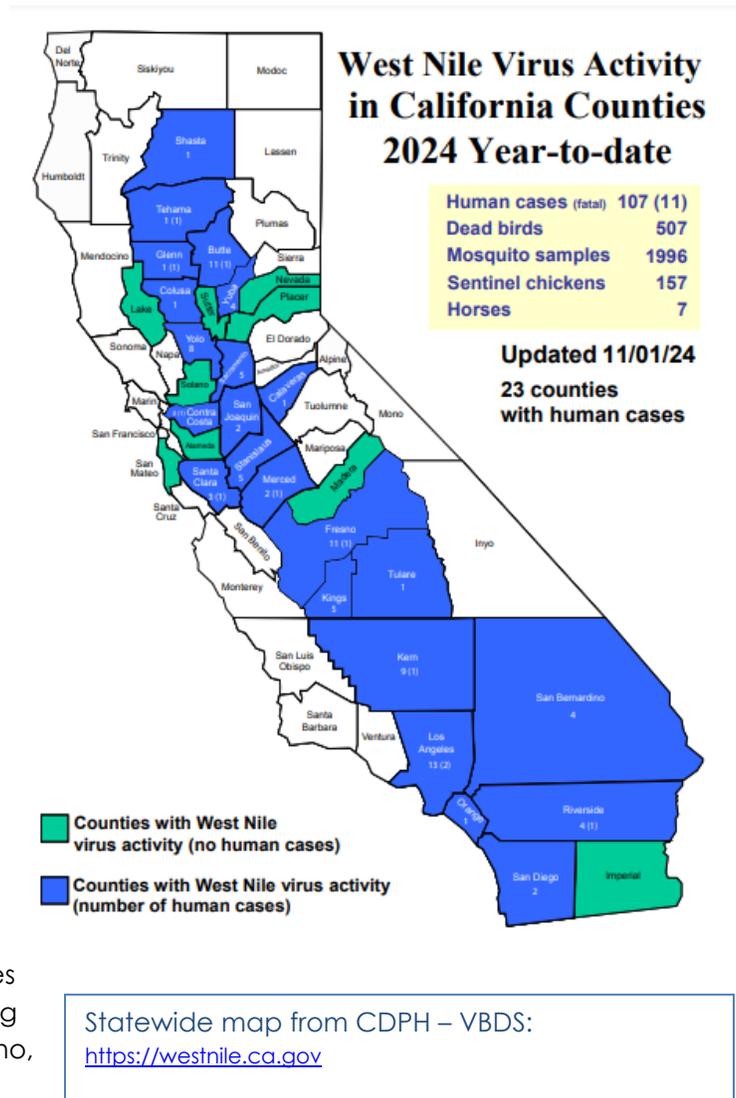
San Mateo County

October typically marks the end of the West Nile virus season. The California state West Nile virus hotline closed live operator service on October 11. However, residents can continue to report dead birds online at westnile.ca.gov. District staff will collect and test suitable birds through the winter months.

As of November 1, 502 dead birds had been reported in San Mateo County. Of those, 148 were suitable for testing, and 36 tested positive for West Nile virus (24%). No mosquito samples or sentinel chickens have tested positive for West Nile virus, and there have been no human cases.

California

West Nile virus has been detected in 32 counties in California. Statewide, 6,070 birds have been reported to the dead bird hotline; 1,746 have been tested, and 521 have tested positive for WNV (30%). West Nile virus has been detected in 1,996 mosquito samples, 157 sentinel chickens, and seven horses. Additionally, there have been 107 human cases of West Nile virus in California this year, including eleven fatalities from Butte, Contra Costa, Fresno, Glenn, Kern, Los Angeles, Merced, Riverside, Tehama, and Santa Clara counties.

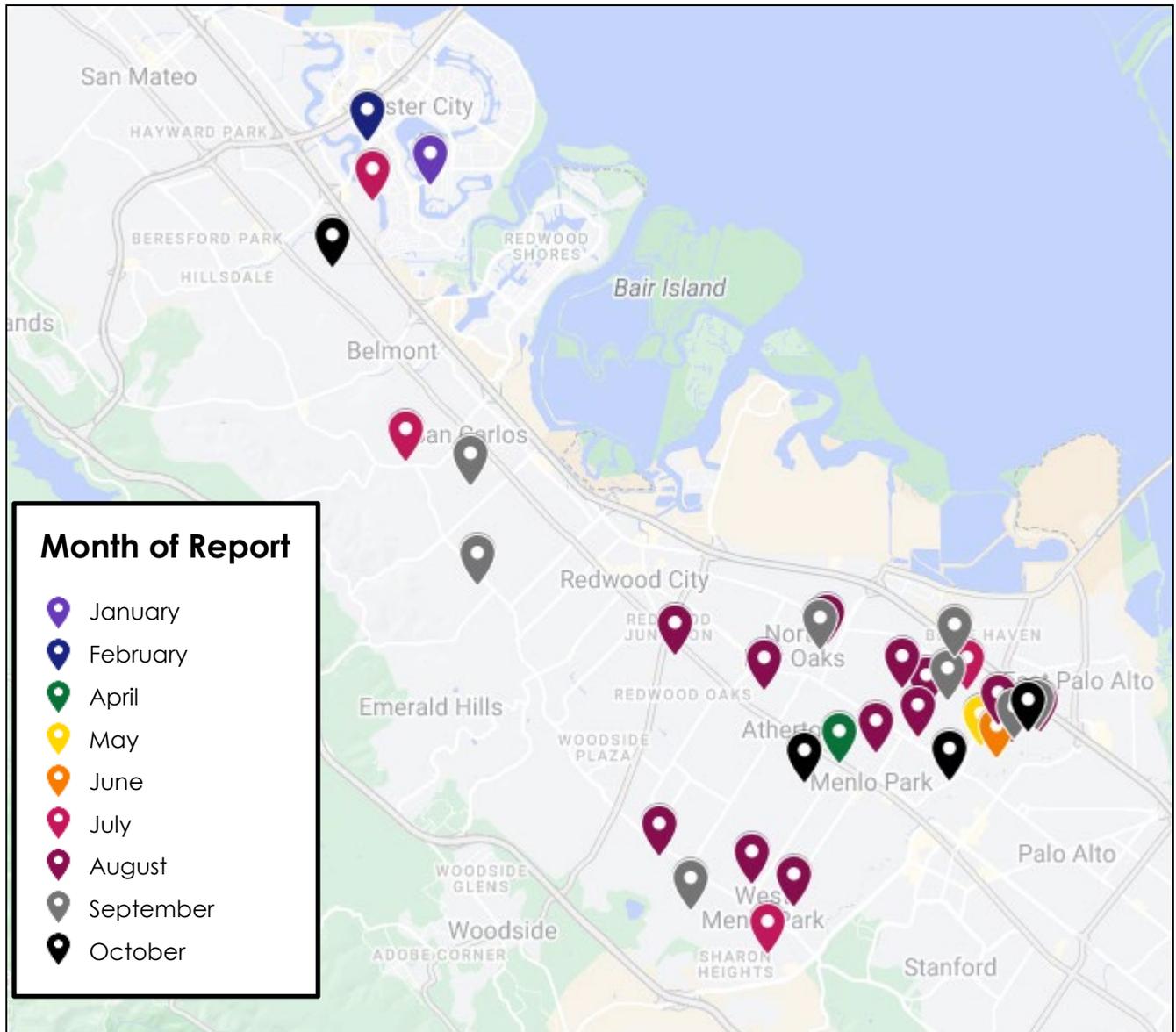




Agenda Item 8.B. – Laboratory Staff Program Reports

2024 West Nile Virus Detections in Dead Birds in San Mateo County

Species of San Mateo County birds testing positive for WNV this year include: American Crows (33), California Scrub Jay (1), Steller's Jay (1), Yellow-rumped Warbler (1).





Agenda Item 8.B. – Laboratory Staff Program Reports

CO₂ Traps – Average adult mosquitoes collected per trap per night

In October, mosquito counts remain low for *Culex pipiens* and *Culex erythrothorax*. These two species have had below average numbers throughout the summer and fall. Although abundances are low, *Culex pipiens* has not yet had a seasonal decline. As temperatures continue to decrease in November, the numbers will likely drop, corresponding with an end to the West Nile season, and will remain low until warmer weather around May.

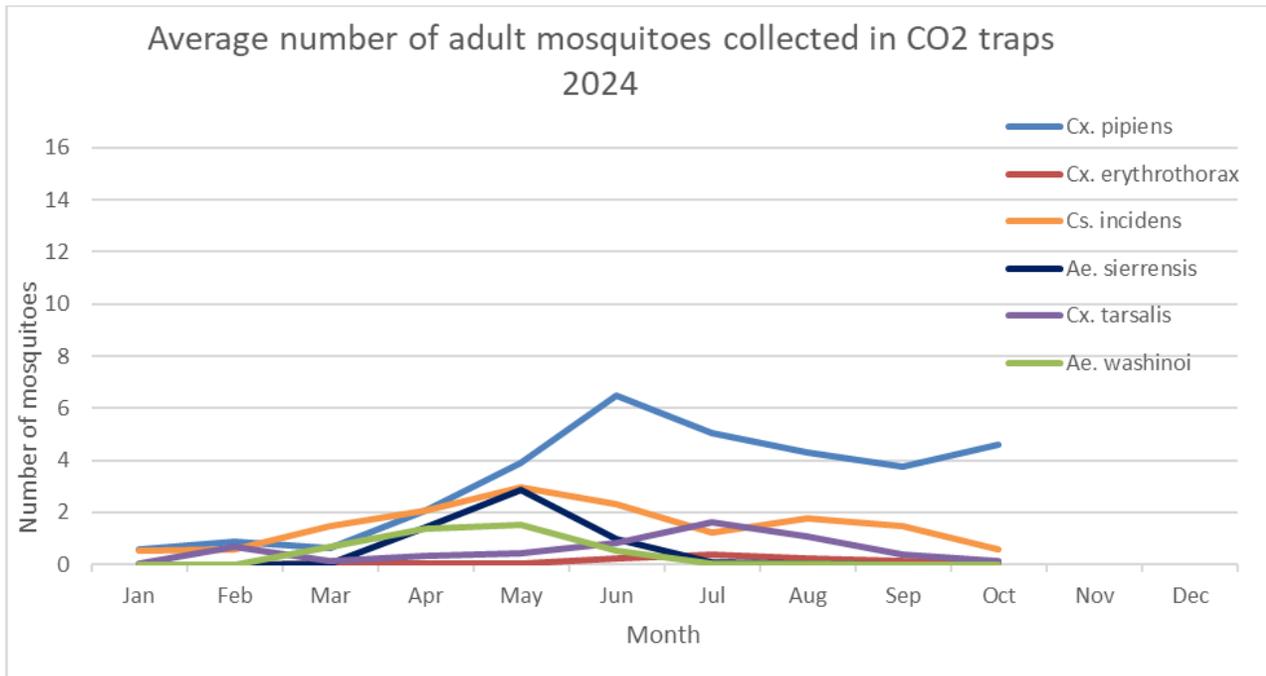
Culex erythrothorax, a mosquito that breeds in tule (cattail) ponds, was almost completely absent from traps this month. This is the second year of especially low abundance for *Culex erythrothorax*, probably because of shifts in operational control methods from helicopter to drone treatments.

Other species counts are low and near average for this time of year.

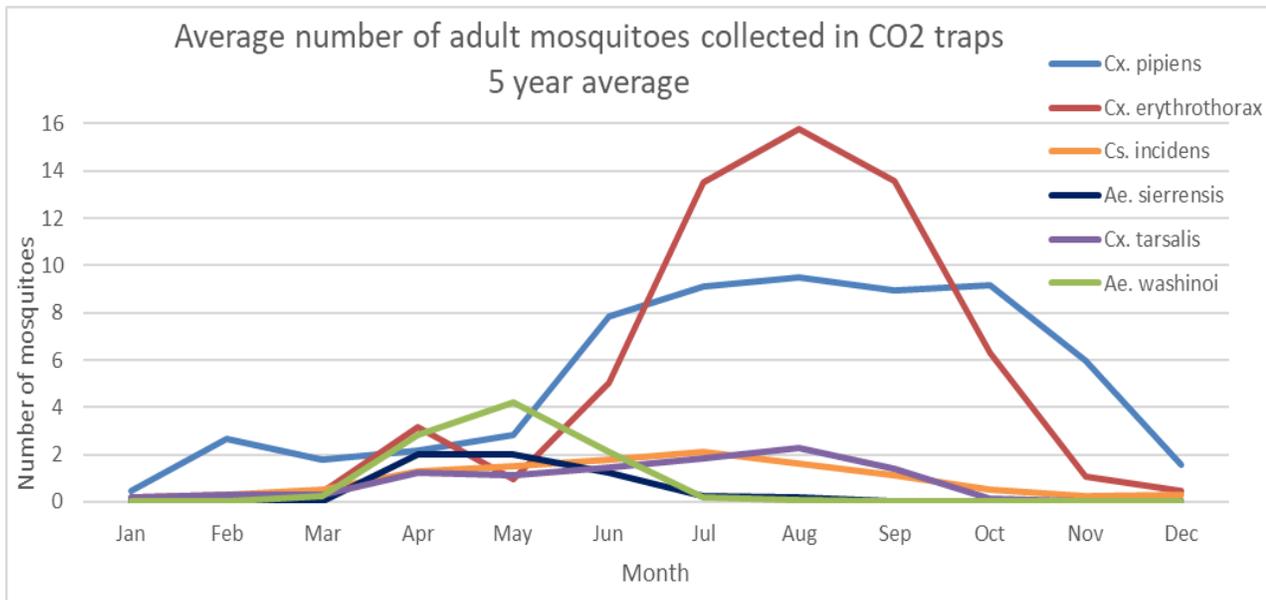
	<u>Species</u>	<u>October 2024</u>	<u>5-year October average</u>
■	<i>Culex pipiens</i>	4.62	9.19
■	<i>Culex tarsalis</i>	0.15	0.16
■	<i>Culiseta incidens</i>	0.60	0.52
■	<i>Culex erythrothorax</i>	0.01	6.28
■	<i>Aedes sierrensis</i>	0.01	0.01
■	<i>Aedes washinoi</i>	0.00	<0.01



Agenda Item 8.B. – Laboratory Staff Program Reports



Average number of adult mosquitoes collected in CO₂ traps per trap per night during 2024. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



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



Agenda Item 8.B. – Laboratory Staff Program Reports

Larval Surveillance

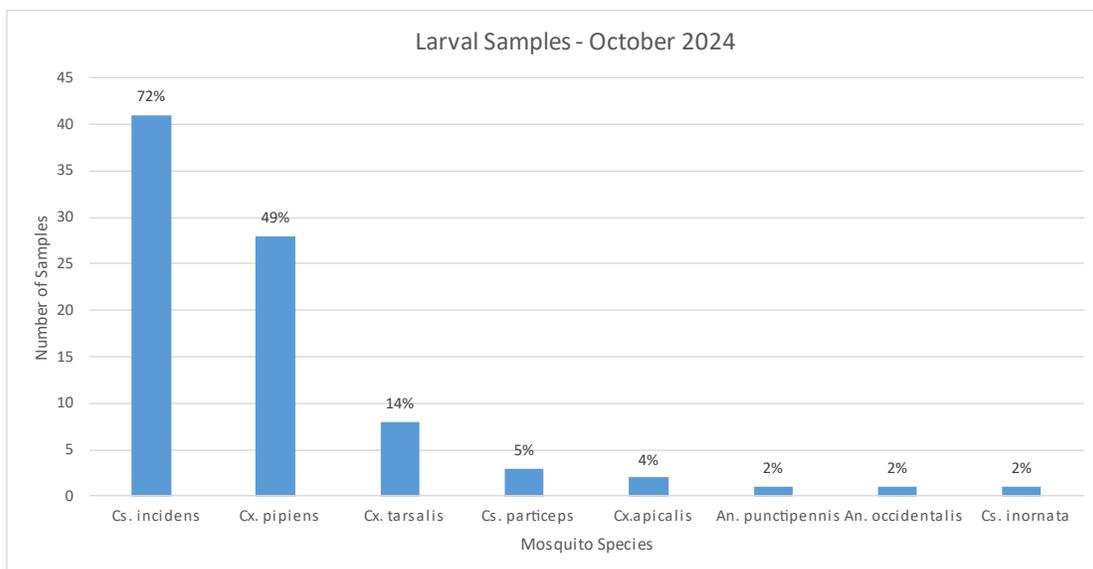
Mosquito larval samples are collected from sources of standing water such as marshes, impounds, backyard fountains, fishponds, water under buildings, storm drains, containers, creeks, and tree holes. A District vector control technician uses a dipper to take a water sample and visually determines whether any mosquito larvae are present. The technician then transports the sample to the laboratory for the larvae to be counted and identified.

This October, 57 larval samples were collected in the field by vector control technicians and submitted to the lab. Eight different mosquito species were identified in larval samples. The species most often sampled was *Culiseta incidens*, present in 41 of the 57 samples (72%). This mosquito is active year-round in San Mateo County and is often collected from fishponds, containers holding water, and freshwater impounds. Another commonly collected species was *Culex pipiens* (49% of samples). *Culex pipiens* breeds in underground sources such as storm drains and backyard sources like containers, small fountains, and bird baths. It is a vector of West Nile virus.



Mosquito larva in a dipper sampled by a Vector Control Technician

These numbers reflect an effort by the operations department to collect samples from high density residential areas that may be most impacted by mosquito presence. These data are a core part of the mosquito surveillance process and are helpful for early detection of introduced species. Controlling mosquitoes while in the larval stage is the best way to reduce the need for aerial spraying and prevent the spread of arboviral diseases.



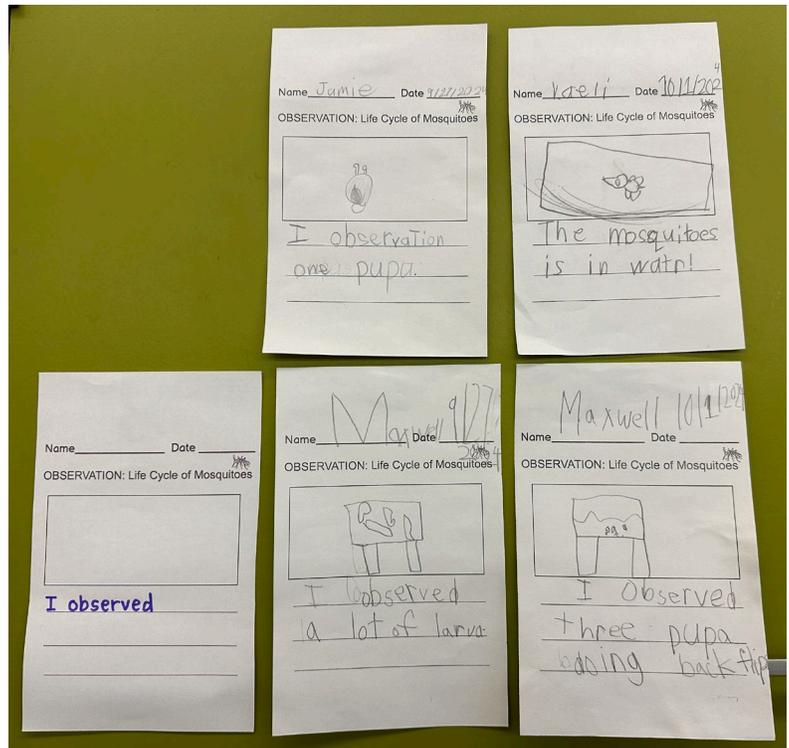
Number and percent of larval samples containing each mosquito species from water samples collected in October 2024. Larval samples commonly contain multiple species.



Agenda Item 8.C. Staff Program Reports

Public Health Education & Outreach, October 2024

- Staff presented at several schools during October: Terra Nova High School (Pacifica) AP Environmental Science classes, Beresford Elementary (San Mateo), Ormondale Elementary (Portola Valley), Roy Cloud Elementary (Redwood City), and Northstar Elementary (Redwood City).
- Staff tabled at a Dia de los Muertos event in San Mateo, attended the Climate Summit in South San Francisco, and participated in a strategic planning session for SMC's Department of Emergency Management. The District also lent mosquito aquaria several times to San Francisco vector control staff for their outreach efforts. San Francisco does not maintain a mosquito colony, we can provide live larvae for educational and outreach opportunities as needed.
- This District hosted a County-wide group of city/town communications staff for an in-person meeting. This was a great way to build collaborations with many of the District's communications partners.
- This month, Rachel participated in several CSDA training to pursue an Essential Leadership Skills Certificate from CSDA.



First grade observations of mosquito larvae and pupae in aquaria as part of our school outreach program.

Website Analytics

- In October 2024, there were approximately 9,704 visits to the website, compared to 6,688 in October 2023. With the historically high number of West Nile virus-positive dead birds, there has likely been increased attention to the District. In addition, the District has leveraged GoogleAds to make it easier for residents to find/request services via the website.
- Top pages for October 2024 included pages on mosquito-like insects, rodent identification, the District homepage, opossums, the service request page, biting mites, millipedes and centipedes, yellowjacket nest treatment, yellowjacket identification, and a page about crows and ravens.



Agenda Item 8.D. – Information Technology Staff Program Reports

Information Technology November 2024

Malvertising

Summary

- ☑ Latest exploits regarding malvertising

What is Malvertising?

Malvertising is a combination of "malware" and "advertising," describing an exploit where social media platforms are used to spread malware intentionally. This method isn't new but is becoming more prevalent as bad actors organize networks around it. Platforms like Facebook are particularly affected, with attackers stealing credentials through ads promoted by compromised accounts. These ads may appear legitimate on the surface, but interacting with them can grant attackers access to your browser data and potentially take over your accounts.

In the past, threat actors would create new accounts to run these scams. However, hijacking existing, legitimate accounts lends more credibility to their malicious ad campaigns since these accounts were once trusted. The mechanics of these attacks are similar to classic phishing and credential-harvesting schemes: clicking on the ad redirects you to a fake login page that closely resembles a legitimate site. Entering your credentials allows attackers to capture your login information, enabling them to access your accounts as if they were you.

A similar technique is often used to spoof legitimate platforms like Eventbrite. In these cases, attackers create genuine Eventbrite accounts and use them to promote fake events. This method is particularly effective because it leverages the credibility of the Eventbrite platform itself. Since the email sender domain is proxied through Eventbrite, these emails appear legitimate and can easily bypass many spam filters.

While Eventbrite is a trusted platform, these fake events include links that attackers use to steal account credentials, credit card information, or other sensitive financial data. The emails might look authentic, but interacting with the embedded links can compromise your information.

Although this isn't a new form of attack, it is constantly evolving. It's crucial to stay vigilant when navigating the web and handling emails. The district's recommendations are as follows:

1. Avoid clicking on advertisements—instead, go directly to the official source.
2. Be cautious with unexpected emails, even if they appear to be from a reputable sender. Ask yourself, "Was I expecting this email from this company?" If not, do not engage with it.



Agenda Item 8.D. – Information Technology Staff Program Reports

3. Verify URLs by typing them directly into your browser rather than clicking on links provided in emails or ads.

Staying cautious and mindful can help protect your personal and financial information from these evolving threats.

Source: [Malvertising Campaign Hijacks Facebook Accounts to Spread SYS01stealer Malware](#)

Agenda Item 9

MANAGER'S REPORT

MVCAC (Oakland)

The 93rd Annual Mosquito and Vector Control Association of California (MVCAC) Conference & Exhibitor Showcase will be held at the Oakland Marriot from January 26 to 29, 2025. This is an education and networking event for researchers, educators, vector control professionals, industry representatives, Trustees, and students in mosquito and vector control.

The MVCAC will hold a Trustee session on January 25 at 1 p.m. to review the **Vector Control Joint Powers Authority (VCJPA)** services and a field trip with Alameda County Mosquito Abatement. Please read the description below.

Get ready for an exciting Sunday afternoon at the MVCAC Conference Trustee Session from 1 to 5 PM! We'll kick off at the Oakland Marriott (room TBD) with an engaging discussion led by VCJPA, showcasing their dynamic programs and services. Whether you are part of a member district or not in the JPA system, this session promises to be packed with valuable insights that you won't want to miss!

But that's just the beginning! After the session, we're heading out for an exhilarating field trip hosted by the Alameda Vector Control District. You'll dive into their wildlife and rodent program, observing their innovative practices in action and exploring their territory firsthand. This unique opportunity to see cutting-edge strategies at work will surely inspire new ideas and foster collaboration.

Please get in touch with Devina Walker at dwalker@smcmvcd.org or 650-344-8592 if you want to attend the Sunday meeting, the entire conference, or both.

VCJPA Overview

According to the VCJPA, they are “a self-insurance and risk management organization that serves vector control districts across California. The VCJPA provides member districts with pooled insurance coverage, risk management services, and resources for safety training and loss prevention, all aimed at helping districts reduce liabilities and manage claims efficiently. By pooling resources, the VCJPA enables vector control districts to access affordable insurance

and focus more effectively on their public health missions.” Below is more information about how JPAs were established.

In the 1970s-1980s, public agencies faced rising insurance costs and little coverage. Private insurance companies were unwilling or very reluctant to provide insurance products to public agencies.

In the mid-1970s, the California Legislature amended the Government Code to allow two or more public agencies to join together under a joint powers authority (JPA) to provide more effective or efficient government services or to solve a service delivery problem. This allowed agencies to lower premiums to their members and reduce taxpayer dollars.

This fiscal year, the District will receive a \$40,000 refund or retrospective adjustment from the VCJPA due to the district’s retained funds not being utilized. This refund is typical in any given year and demonstrates the benefit of district participation in a JPA.

CSDA Highlights

The California Special Districts Association (CSDA) is a nonprofit organization representing independent special districts across California. These districts are local government entities providing specialized services such as water, sanitation, fire protection, parks and recreation, health care, and more to specific communities. CSDA advocates for the interests of these districts by engaging in legislative and public policy processes, offering legal guidance, and providing resources for governance, finance, and operations. Additionally, CSDA supports member districts through professional development programs, training workshops, and networking opportunities, helping them deliver essential public services effectively and sustainably.

Item 9.1 is a summary of CSDA’s accomplishments and highlights for 2024. Despite the long list of services CSDA provides, legislative advocacy is among the most important for participating agencies. A summary of the attached is as follows:

The California State Legislature introduced and CSDA reviewed 5,562 measures during the 2023-24 Legislative Session. At the direction of CSDA’s Legislative Committee, CSDA actively tracked 1,531 bills and maintained priority positions on 195 measures. Of the 78 bills opposed by CSDA, only 13 became law. Of the 117 bills supported by CSDA, 62 became law.

CalClass

In early October, San Mateo County Treasurer Sandie Arnott informed the District that the projected rate of return on District investments for FY 2024-2025 would be 3.85%, an increase from 3.2% in FY 2023-2024. By comparison, CalClass earned a return of 5.45% for FY 2023-

2024 and is currently yielding 5%. Although the projected rate of return for FY 2024-2025 is expected to be lower, staff anticipates that CalClass will outperform the County's rate by at least 1% or more.

For reference, a Custom Account Statement from CalClass, attached as Item 9.2, shows an average yield of 5.4% and total interest earnings of \$223,586.

New Employee

As noted in the District's October Newsletter, Facilities Management Technician Paul recently retired after joining the District in 2010. Paul initially came on board as a seasonal catch basin driver following his retirement from the City of Millbrae, eventually transitioning into the facilities maintenance role. Following his departure, staff moved quickly to replace this critical District role. Interviews took place in October.

We are pleased to announce the hiring of Louis Fernandez as our new Facilities Management Technician. Louis has extensive maintenance experience, having held various roles throughout his career. Most recently, he served as a Maintenance Technician for Johnson Matthey before the company closed its San Jose offices. Among his many skills, Louis is a certified HVAC technician, fluent in Spanish, and was responsible for implementing preventative maintenance software to optimize equipment efficiency and lifespan at his previous job.

Louis will officially join the District on November 12, 2024.

Holiday Gathering and Trustee Field Day

Per District Policy 5010, the December Board meeting is designated as "Trustee Field Day." Trustee Field Day is scheduled for Wednesday, December 11, 2024, at 3:00 PM at the District headquarters.

During this event, staff members will be strategically stationed throughout the property to facilitate engagement and social interactions with trustees, followed by a staff presentation. The Field Day activities are expected to conclude around 4:30 PM.

Afterward, a Holiday gathering will occur at El Fornaio restaurant in downtown Burlingame, starting at 5:00 PM. Board members are warmly encouraged to bring their spouses to the festivities.

If you haven't already done so, please use the following link to provide your availability for both events.

[SMCMVCD Field Day and Holiday Party Availability](#)



2024 HIGHLIGHTS

Membership

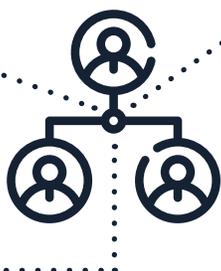
New Members

70+

Nearly

1400

organizations using Member Services



Members save more and benefit from new CSDA Endorsed Affiliates

- VC3 provides discounted IT and cyber security services to CSDA members
- A great year of growth for California CLASS
 - » Nearly 200 participants
 - » Nearly \$2 billion in assets managed



Newly revised California Public Records Act Manual
Printing made possible by the California Special Districts Alliance

Professional Development

18%

of exhibitors were first-time

Annual Conference & Exhibitor Showcase

30%

of attendees were first-time



20%

increase in on-demand webinar registrants

CSDA Training

6300+

people received training



CSDA - The Hub mobile App

Launched CSDA – The Hub mobile app for iOS and Android, bringing year-round membership access to the palm of your hand

- Daily news updates
- Exclusive content
- Event customization
- Communities access
- CSDA calendar

Social Media



2115
Followers



853
Followers



3574
Followers



2440
Followers

Followers engaged with

52%
of LinkedIn posts

Awards



10

CSDA
Annual Awards
presented to districts
and individuals
statewide

Court Representation for Special District Interests

10 Cases Approved

with amicus action related to

- Impact Fees
- Proposition 218 Rate Setting
- Ballot Initiatives
- Class Action against Water Agencies
- Government Claims Act
- Labor Code & Private Attorneys General Act



14+

Cases of Interest Tracked

California Courts of Appeal; California
Supreme Court; U.S. Supreme Court

csda.net/legal-tracking

NSDC
NATIONAL SPECIAL DISTRICTS COALITION

PROGRESS: Principal founder of the *National Special Districts Coalition* that secured the introduction of the *Special Districts Grant Accessibility Act* to codify into federal law a definition of special districts to ensure districts are eligible for federal grants and resources.

300+ Organizations Recruited
for CA Coalition Support

14 Representatives From CA Congressional
Delegation Secured for Co-Sponsorship

The Leading Voice of All Special Districts

DEFEATED: Initiative 1935, known by opponents as 'Taxpayer Deception Act' would have devastated local infrastructure and essential services by retroactively invalidating billions of dollars in funding and invited paralyzing litigation. CSDA was a leading partner in the primary opposition coalition.

THE WALL STREET JOURNAL.

*"The Taxpayer Deception Act is a complete revision to the Constitution
and to how we currently do government in the state of California"*

— Kyle Packham, CSDA Chief Advocacy & External Affairs Officer



140+
Special Districts Adopted
Oppose Resolutions

- Presence in significant media including the Wall Street Journal
- Submitted joint amicus brief cited in CA Supreme Court decision to remove initiative from the ballot



COALITION LEADER OR CO-LEADER against employment bills which would have imposed expensive challenges for special districts

- Independent Contracting Bills AB 2557 & AB 2489 - **DEFEATED**
- Employee Representative Privileges AB 2421 - **DEFEATED**
- Strike Benefits SB 1116 - **DEFEATED**

OPPOSED costly mandates

- Gate Mandate AB 2149 - **DEFEATED**
- Sympathy Strikes AB 2404 - **DEFEATED**
- Employee Communications AB 2751 - **DEFEATED**

PROTECTED local control over local revenue

- Defunding ADU Property Tax Revenue SB 1164 - **DEFEATED**
- Educational Revenue Augmentation Fund (ERAF) Budget Trailer Bill - **DEFEATED**

SECURED AMENDMENTS to protect infrastructure funding for growing communities

- Utility-Related Development Fees SB 1210
- Adaptive Reuse Residential Impact Fees AB 3068
- Development Related Fee Reports AB 1820

PROMOTED effective public works ensuring agencies can plan and construct long-term infrastructure and services

- Bid Threshold Increases AB 2192 - **SIGNED**
- Change Orders AB 1890 – **AMENDED TO ADDRESS CONCERNS**
- Prevailing Wage AB 2182 - **DEFEATED**

5,562

Reviewed State Bills

1,531

Actively Tracked Bills

195

Adopted Priority Positions on Bills

Of the 117 Bills Supported by CSDA...



62 Became Laws.



Of the 78 Bills Opposed by CSDA...



Only 13 Became Laws.

Strengthening Relationships in the Capitol & Across the State

2 Expanded CSDA Affiliated Chapters

180 Special District Leaders Meeting with 86 legislative offices facilitated by CSDA at Special District Legislative Days

43 Coordinated Lawmaker Roundtables with CSDA Members

Business Affiliates



DIAMOND LEVEL



PLATINUM LEVEL



California Special Districts Alliance

Bringing the best in resources, products, and services to all special districts



California Special Districts Association
Districts Stronger Together

www.csdanet.net



www.sdrma.org



CSDA Finance Corporation

www.csdafinance.net

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
www.csdanet.net

Statement

of 1

 Find | Next

Custom Account Statement CACCLASS

Entity Name	Investor ID	Report Period	Start Date	End Date	Average Yield for the Period
San Mateo County Mosquito and Vector Control District	[REDACTED]		11/1/2023	11/1/2024	5.3931%

Account Number	Account Name	Beginning Balance	Contributions	Withdrawals	Income Received During Period	Ending Balance	Income Earned for Period
[REDACTED]	General Fund	2,713,900.40	2,600,000.00	0.00	221,288.03	5,535,188.43	223,585.70
	Total	2,713,900.40	2,600,000.00	0.00	221,288.03	5,535,188.43	223,585.70

Transactional Activity

[REDACTED] General Fund					
Date	Transaction Description	Contributions	Withdrawals	Balance	Confirmation Number
11/01/2023	Beginning Balance			2,713,900.40	
02/23/2024	Contribution	1,000,000.00	0.00		3444
05/14/2024	Contribution	1,000,000.00	0.00		4562
07/23/2024	Contribution	600,000.00	0.00		5502
11/01/2024	Income Dividend Reinvestment	221,288.03	0.00		
11/01/2024	Ending Balance			5,535,188.43	

Agenda Item 10

**SUBJECT: CLOSED SESSION: A. PUBLIC EMPLOYEE
NEGOTIATION (Gov. Code section 54957(b)(1).) Title: District Title:
District Manager (Gov. Code section 54957(b))**

**CONFERENCE WITH LABOR NEGOTIATOR
Unrepresented Employee: District Manager (Gov. Code section 54957.6)**

Materials to be provided separately

Agenda Item 12

Resolution M-009-2024 regarding the Fourth Amendment to the District Manager Employment Agreement with Brian Weber

On September 9, 2020, the District appointed Brian Weber as District Manager by approving the District Manager Employment Agreement (“Agreement”). Mr. Weber’s employment began October 1, 2020. Following mid-year and annual performance evaluations on March 9 and October 12, 2022, the Agreement was amended to extend the agreement term to September 30, 2025 and to adjust the compensation. The Agreement was again amended on November 8th, 2023 with the 2023 annual performance evaluation.

Pursuant to Section 9 (Performance Evaluation) of that Agreement and applicable District policies, the Board and District Manager Performance Evaluation Committee have conducted the 2024 annual performance evaluation of the District Manager.

In consideration of that evaluation, the Committee recommended an adjustment in the District Manager’s compensation and agreement term, which the Board considered in closed session. A Fourth Amendment to the District Manager Employment Agreement memorializing the change(s) is attached hereto for the Board’s consideration and adoption.

RECOMMENDATION

It is recommended that the Board adopt Resolution M-09-2024, approving a Fourth Amendment to the District Manager Employment Agreement with Brian Weber

Attachments

1. Resolution M-009-2024
2. Fourth Amendment to the District Manager Employment Agreement with Brian Weber

RESOLUTION 09-2024

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING THE FOURTH AMENDMENT TO THE DISTRICT MANAGER EMPLOYMENT AGREEMENT WITH BRIAN WEBER

WHEREAS, on September 9, 2020, the Board of Trustees (“Board”) of the San Mateo County Mosquito and Vector Control District (formerly known as the San Mateo County Mosquito Abatement District) (“District”) approved a District Manager Employment Agreement (“Agreement”) with Brian Weber (“Mr. Weber”); and

WHEREAS, the Agreement establishes the terms of Mr. Weber’s employment; and

WHEREAS, the Board approved the First, Second, and Third Amendments to the Agreement on March 9, 2022, October 12, 2022, and November 8th, 2023 to extend the term and adjust compensation; and

WHEREAS, the Agreement provides for an annual performance evaluation, which has been conducted by the District Manager Performance Evaluation Committee of the Board and was discussed in closed session with the full Board; and

WHEREAS, based on the feedback provided, the District wishes to amend the Agreement to provide for a salary adjustment and to extend the term of the Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the Fourth Amendment to the Agreement (“Fourth Amendment”), which is attached hereto as Exhibit A and incorporated by this reference, subject to minor modification by the District Counsel.

BE IT FURTHER RESOLVED that the Board President is hereby authorized to execute the Fourth Amendment for and on behalf of the District and take all actions necessary to effectuate its purpose.

PASSED and ADOPTED on this 13th day of November 2024 by the Board of Trustees of the San Mateo County Mosquito and Vector Control District at a regular meeting by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Secretary
D. Scott Smith

DATE:

APPROVED:

_____ President
Mason Brutschy

ATTACHMENTS:

Fourth Amendment to District Manager Employment Agreement with Brian Weber

**SAN MATEO COUNTY
MOSQUITO AND VECTOR CONTROL DISTRICT
FOURTH AMENDMENT TO
THE DISTRICT MANAGER EMPLOYMENT AGREEMENT
WITH BRIAN WEBER**

This Fourth AMENDMENT (“**Fourth Amendment**”) to the District Manager Employment Agreement with Brian Weber, dated September 9, 2020 (“**Agreement**”), is made and entered into this 13^h day of November 2024 by and between the San Mateo County Mosquito and Vector Control District (“**District**”), through its Board of Trustees (“**Board**”), and Brian Weber (“**Mr. Weber**” or “**Manager**”), with reference to the following facts and intentions:

RECITALS

- A. On September 9, 2020, the District and Manager entered into an Agreement wherein the District agreed to appoint Mr. Weber as District Manager, and Mr. Weber agreed to accept such appointment according to the terms established in the Agreement; and
- B. On March 9, 2022, the Agreement was amended to extend the term for three years and revise compensation (“**First Amendment**”); and
- C. On October 12, 2022, the Agreement was amended to revise compensation (“**Second Amendment**”);
- D. On November 8, 2023, the Agreement was amended to revise compensation (“**Third Amendment**”);
- E. The Agreement provides for an annual performance evaluation of the Manager and discretionary changes in the Manager’s compensation and benefits; and
- F. The Board of Trustees and District Manager Performance Evaluation Committee conducted a performance evaluation of the Manager; and
- G. Based upon said performance evaluation, the parties have negotiated a change in the Manager’s salary and term of Agreement.

OPERATIVE PROVISIONS

Now, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this Fourth Amendment, which modifies and amends the Agreement as follows:

1. **AMENDMENT.**

- A. Section 2 of the Agreement, entitled “Term,” is hereby amended in its entirety to read as follows:

2. Term. This Agreement shall take effect on October 1, 2020 and terminate on **September 30, 20**, unless sooner terminated as provided by the termination provision below or extended by mutual agreement of the parties.

- B. Section 8(a) of the Agreement, entitled “Salary,” is hereby amended in its entirety to read as follows:

8(a). Salary. Manager’s current salary is \$231,000. Manager’s salary pursuant to this Fourth Amendment shall be as follows:

Effective October 1, 2024, and continuing through September 30, 2024, Manager's salary shall be _____ dollars (\$ _____) to be paid during the first pay period in December 2024.

Manager shall not receive any additional salary payments, even if such payments are made to other employees pursuant to District policy or rules.

2. GENERAL PROVISIONS

- A. **Integration.** This Fourth Amendment consists of two (2) pages, which constitute the entire understanding and agreement of the parties and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the terms discussed in this Fourth Amendment.
- B. **Remainder Unchanged.** Except as specifically modified herein, all remaining terms and conditions set forth in the Agreement shall remain in full force and effect.
- C. **Effective Date.** Upon approval by the Board of Trustees and full execution of the Manager, Board President and Board Secretary, this Fourth Amendment shall be effective as of **October 1, 2024.**
- D. **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this Fourth Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment to the Agreement on the date and year first above written.

Approved by Brian Weber:

Brian Weber

Date: _____

Approved by District Board of Trustees at an open meeting on November 13, 2024:

Mason Brutschy, Board President

D. Scott Smith, Board Secretary

Approved as to form:

Alexandra Barnhill, General Counsel

Date: _____