



**REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
LOCATION: TELECONFERENCE – SEE BELOW**

**January 11, 2023, 6:00 PM**

**AGENDA**

**IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

Based on the authority under AB 361 and the guidance from the County Public Health Officer and the CDC to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

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

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at **(408) 636-0968** or **(669) 900-6833**.

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

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

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

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Live Participation:** Public comments may be made by members of the public via Zoom. During the meeting, the Board President or designee will announce the opportunity to comment publicly. 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 4 digits of the phone number for dial-in attendees.

**Written Comments:** Public comments may be submitted by email to [comments@smcmvcd.org](mailto: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](mailto:bweber@smcmvcd.org). Advanced notification will enable the District to resolve such requests to ensure accessibility swiftly.

**PUBLIC RECORDS:**

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are 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**

A. Secretary of the Board will take roll call

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

This time is reserved for public members to address the Board relative to matters of the District, not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is used). Speaker cards are available for those making a public comment.

**5. OATH OF OFFICE (CHUCK COTTEN) BELMONT**

**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**

1. Minutes for the Regular Board Meeting November 9, 2022

**B. Approval of Resolutions**

**Resolution 018-22** Consider continuing a resolution authorizing continued remote teleconference meetings of the legislative bodies of the San Mateo County Mosquito and Vector Control District under Brown Act Provisions to continue conducting District meetings remotely to protect the health or safety of attendees in accordance with Assembly Bill 361

**ACTION:** Motion to approve Consent Calendar

**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 Reports**

1. Finance Committee Meeting Report – January 3, 2023

**Report by:** Mason Brutschy, Committee Chair

**B. Review the Financial Report for FY 2021-22 as of November 30 and October 31, 2022**

**Report by:** Finance Director, Richard Arrow, CPA

**ACTION:** Motion to approve Financial Report for FY 2021-22 as of November 30 and October 31, 2022

**C. Real Estate Committee**

1. Report of ongoing progress on the upgrades of the 1415 N. Carolan Avenue property

**Report by:** Paul Norton

**ACTION:** No Action is necessary; informational only.

**8. STAFF REPORTS**

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

**9. MANAGER'S REPORT**

**10. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**11. ADJOURNMENT**





# OATH

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

I, Chuck Cotten, *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, 2025

*Subscribed and sworn to before me,*  
*this 11 day of January, 2023*

\_\_\_\_\_  
*Kati Martin, Board of Trustees President*

\_\_\_\_\_  
*Brian Weber, District Manager*



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 9, 2022  
6:00 P.M.**

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on November 9, 2022. Location: Hybrid meeting held at 1351 Rollins Road, Burlingame and Teleconference via Zoom.

**TRUSTEES PRESENT:**

Mason Brutschy	Town of Atherton
Wade Leschyn	City of Belmont
Carolyn Parker	City of Brisbane
Rena Galligan	City of Burlingame
Laura Walsh	Town of Colma
Glenn R. Sylvester	City of Daly City
Donna Rutherford	City of East Palo Alto (arrived at 7:50 p.m.)
Paul Norton	City of Foster City
Kati Martin	City of Half Moon
Muhammad Baluom	City of Millbrae
Peter DeJarnatt	Town of Pacifica
Ray Williams	Town of Portola Valle
Robert Riechel	City of San Bruno
Ron Collins	City of San Carlos
Ed Degliantoni	City of San Mateo
Michael Yoshida	City of So. San Francisco
Paul Fregulia	Town of Woodside

**TRUSTEES ABSENT:**

Desiree LaBeaud	County-at-Large
D. Scott Smith	Hillsborough
Catherine Carlton	Menlo Park
Kat Lion	Redwood City

**OTHERS PRESENT:**

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



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Ahmed Badawi, District Auditor

**1. CALL TO ORDER**

The meeting was called to order at 6:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

Trustee Ed Degliantoni led the Pledge of Allegiance.

**3. ROLL CALL**

The roll call indicated that 17 Trustees were present on Teleconference, constituting a quorum.

**4. PUBLIC COMMENTS AND ANNOUNCEMENTS**

**Public Comment: None**

**Board Comment: None**

President Martin explained the process to be used in the future during the Teleconference of the meeting to the members of the Board of Trustees, Staff, and Public.

**5. CONSENT CALENDAR**

**A. Approval of Minutes for the Regular Board Meeting for November 9, 2022.**

**B. Approval of Resolution 017-22 to consider conducting District meetings remotely to protect the health or safety of attendees in accordance with Assembly Bill 361.**

**ACTION: MOTION by Trustee Ron Collins, second by Trustee Ed Degliantoni to approve A.1. and B. Motion passed 16 yeas, 0 noes.**

**REGULAR AGENDA**

**6. BOARD COMMITTEE REPORTS**

**A. 1. Finance Committee Reports**



Committee Chair Mason Brutschy reported that the Committee met on October 31, 2022, via Teleconference. Chair Brutschy provided a written report in the Board Packet. The Committee reviewed the Financial Reports presented by Finance Director Richard Arrow for FY 22-23 as of September 30, 2022. The District Auditor, Ahmed Badawi, presented the final draft of the District's Annual Comprehensive Financial Report as of June 30, 2022.

The Committee recommends that the Board of Trustees approve the Financial Report for FY 22-23 as of September 30, 2022, and Auditor's final draft report as of June 30, 2022.

#### **B. Presentation of June 30, 2022, Annual Comprehensive Financial Report**

The Districts Auditor, Ahmed Badawi presented the final draft of the District's Annual Comprehensive Financial Report as of June 30, 2022. The independent auditor concluded, based upon the audit that there was a reasonable basis for rendering an unmodified opinion that the District's financial statements, for the fiscal year June 30, 2022, were fairly presented, in conformity with GAAP.

#### **C. Review Financial Report for FY 2021-22 as of September 30, 2022**

Finance Director, Richard Arrow provided a written report in the Board Packet. He indicated the report received from July 1 through September 2022, total revenues YTD were \$ 392.4 thousand, total expenditures YTD, \$1.8 million and the change in fund balance was \$1.4 million, The District had County Treasury is \$7.2 million. Mr. Arrow indicated Trustee Carolyn Parker mention of the "Mark to Market" adjustments used to the County Treasury. The County reduced the value of the District's investments by \$ 275,000 because of higher interest rates. The District got a 2% hit. The report is verified by the District's Auditors.

#### **D. Report on Third Quarter PARS OPED & Pension Rate Stabilization Fund**

Finance Director Arrow received the Third Quarter results for 2022 from the Districts Financial Advisor Andrew Brown of HighMark Capital. The Districts current asset allocation consist of 27.4% in Equity Investments, 66.6% in Fixed Investment and the remaining 6% in cash. Overall, the Districts Quarter to date managed Portfolio has decreased by 4.17% and the year to date has shown a 16.50% decrease. The materials presented are in written form in the Board Packet.

#### **E. Real Estate Committee**

Committee Chair Paul Norton reported the Real Estate Committee met on November 2, 2022. He provided a written report in the Board Packet. Chair Norton highlighted the Project objectives, work completed in October, Outlook for the remainder of 2022, and Budget status and outlook for 1415 N. Carolan Ave. This is an informational report only. No action is required.



**Public Comment on 6.1 and B. C. D. E: None  
Board Comment:**

Trustee Riechel asked if there were any changes relating to internal controls.  
District Manager Weber responded that there are no recommendations for any changes.

**ACTION: Motion by Trustee Riechel, seconded by Trustee Leschyn, to approve the Annual Comprehensive Financial Report for June 30, 2022. Passed by 16 yeas, 0 noes.**

**ACTION: Motion by Trustee Brutschy, second by Trustee Ed Degliantoni to approve the Financial Report for FY 2021-22 as of September 30, 2022. Passed by 16 yeas, 0 noes.**

**F. Inactive Committees**

President Martin is recommending an Election Committee to avoid the problems the Board of Trustees experienced with the last Election process. Several trustees volunteered to serve on the Election Committee. Chair of the Election Committee is Peter DeJarnatt, members are Trustees Laura Walsh, Wade Leschyn, Robert Riechel Donna Rutherford and Ron Norton.

**7. STAFF REPORTS**

- A.** Operations Director Casey Stevenson provided a written report in the Board Packet. He reported November as a transitional season in San Mateo County. Last week the Catch Basin program ended. The technicians treated 277 Catch Basins from April 18 thru November. Special thanks goes out to Ryan Thorndike for a job well done.
- B.** Laboratory Director Angie Nakano provided a written report in the Board Packet. She reported that the laboratory is transiting to Winter projects. They continue surveillance on early detection of invasive mosquito population. They're doing a pilot program to assess the risk of ticks at Home posted on Next Door. The host cities for the pilot are Hillsborough and Millbrae.
- C.** Public Health Education and Outreach Officer Rachel Curtis-Robles provided a written report in the Board Packet. She continues outreach to schools throughout San Mateo County. PHEOOP Curtis-Robles highlighted the Community Assessment for Public Health Emergency Response (CASPER) survey in East Palo Alto. It was a great cross agency effort, and they were able to receive surveys from 176 households. Epidemiologist at San Mateo County Health are currently analyzing the data.



D. Information & Technology Director Matthew Nienhuis provided a written report in the Board Packet. He indicates that the Multi-factor Authentication (MMFA) rollout has been successful and about 50% of the Board has responded. He thanked the Board for their patience and understanding throughout this project.

**Public Comment: on 7. A B C and D. None**  
**Board Comment:**

**8. MANAGER’S REPORT**

District Manager Weber provided a written report in the Board Packet. He reported The MVCAC Conference will be in Southern, CA at the Disneyland Hotel. The AMCA will be in Reno, Nevada at the Grand Sierra Resort. Please reach out to Devina for hotel arrangements. *Aedes aegypti* was found in two counties. Mosquito Districts in California are meeting with establish populations to determine which trapping and control methodologies are working best to eradicate mosquitoes. He reminds Board members to attend Trustee Field Day. There will be no meeting in December.

**9. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS**

**The next Board Meeting is on January 11, 2023, the Second Wednesday of the Month at 6:00 p.m.**

**ADJOURNMENT: 7:30 p.m.**

\_\_\_\_\_  
Kati Martin, Board President

\_\_\_\_\_  
Donna Rutherford, Board Secretary

I certify the above minutes were approved as read or corrected at a meeting of the Board held, 2022.

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

**Approved:**

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

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

Agenda Item 6B

**SUBJECT:        CONSIDER ADOPTING A RESOLUTION M-018-2022  
AUTHORIZING REMOTE TELECONFERENCE  
MEETINGS OF THE LEGISLATIVE BODIES OF THE  
SAN MATEO COUNTY MOSQUITO AND VECTOR  
CONTROL DISTRICT PURSUANT TO BROWN ACT  
PROVISIONS**

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**SUMMARY**

Approve Resolution **M-018-22** Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Mateo County Mosquito and Vector Control District Pursuant to Brown Act Provisions.

**BACKGROUND**

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple State agencies and departments, and help the State prepare for a broader spread of COVID-19.

On March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference as long as specified notice and comment provisions were followed. Given the state of emergency and authority to meet remotely, on March 23, 2020, the Board President issued a declaration altering the regular meeting location to be held via teleconference only. The Board ratified this declaration at its regular meeting on April 8, 2020. For the past year and a half, the District has been meeting remotely via Zoom. Meeting remotely has allowed the District to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Brown Act. However, the Delta variant has emerged, causing a spike in cases throughout the State. As a result, the County Public Health Departments across the Bay Area, including San Mateo County, have issued a Health Order requiring masks indoors in public places, regardless of vaccination status.

On January 1, 2022, the Governor approved Executive Order N-1-22, in response to the Omicron COVID-19 variant. Data suggest that the Omicron variant is more transmissible than the Delta variant. Therefore, considering the present surge in cases due to the Omicron variant, and to protect the public health and safety, the Governor temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the



staff body, staff, and members of the public.

## **DISCUSSION**

The California Legislature recently approved AB 361, which was signed as an urgency statute by the Governor on September 16, 2021 and is effective immediately. This law allows local legislative bodies to continue to meet remotely after the October 1 deadline under specified circumstances.

A local agency will be allowed to continue to meet remotely when:

- The legislative body holds a meeting during a proclaimed state of emergency, and State or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote whether because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, because of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

To meet remotely agencies must make certain findings demonstrating the requirements to continue to hold remote meetings apply. Staff is recommending that Resolution **M-18-22** be adopted as these findings can be made. Specifically, the District meets the requirements to continue holding meetings remotely to ensure the health and safety of the public because:

- The District is still under a state of emergency as declared by the Governor.
- County Health Orders require that all individuals in indoor public spaces wear masks, regardless of vaccination status.
- County Public Health officers have issued various health orders, recommendations and updates designed to slow the spread of COVID-19, including recommendations for social distancing and directing that public meeting continue to be held remotely to protect public health.<sup>1</sup>
- The District cannot maintain social distancing requirements for the public, staff, and Directors in their meeting spaces.

The District staff is concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta variant, people may have and transmit the virus before knowing they are infected and/or if they are asymptomatic, meetings can last several hours, and the District has a large Board of Trustees, its meeting facilities are limited in space, with seats close together and as of June 7, 2022 a new COVID-19 surge has begun.

Under AB 361, if the state of emergency remains active for more than 30 days, a local agency must make the following findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules.

- The legislative body has reconsidered the circumstances of the emergency; and
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January 11, 2023

- Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures

For these reasons, Staff anticipates that if the pandemic continues, the District Board will be asked to approve a resolution on every agenda making findings regarding the circumstances of the emergency and vote to continue using the law's exemptions. AB 361 sunsets on January 1, 2024.

**RECCOMENDATION**

Consider Adopting Resolution **M-18-22** Authorizing Remote Teleconference Meetings of the Legislative Bodies of the San Mateo County Mosquito and Vector Control District Pursuant to Brown Act Provisions

**REFERENCE MATERIALS**

1. RESOLUTION M-018-22

AYES:

NOES:

ABSENT:

ABSTAIN

ATTEST:

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Board Secretary

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Board President

**RESOLUTION NO. M 018-22**

**A RESOLUTION OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to COVID-19. Such Proclamation remains and is in effect as of the date of this Resolution, as are the facts, circumstances, and emergency under which it was issued; and

**WHEREAS**, the San Mateo County Mosquito and Vector Control District (“District”) ordinarily holds its regular meetings on the second Wednesday of the month at 6 p.m. at the Board Chambers, 1351 Rollins Road, Burlingame, California 94010; and

**WHEREAS**, the District officially closed its meeting room as of April, 2020 due to the coronavirus pandemic, making the Board Chambers unavailable to the public; and

**WHEREAS**, on March 23, 2020 the District’s Board President issued a Declaration altering the regular meeting location to be held via teleconference only pursuant to Executive Order N-29-20. The Board ratified this Declaration at its regular meeting on April 8, 2020; and

**WHEREAS**, the Health Officer of the County of San Mateo and other Bay Area counties (“Health Officers”) have issued various health orders and updates designed to slow the spread of COVID-19 (including variants thereof) such as vaccinations, quarantines, face covering requirements, and social distancing recommendations designed to protect public health; and

**WHEREAS**, on September 20, 2021, Health Officers issued recommendations for safely holding public meetings, including strongly recommending teleconferencing meetings as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19, and further recommended social distancing and face masking of all attendees; and

**WHEREAS**, in light of the present surge in cases due to the Omicron variant, and to protect the public health and safety, it is necessary to temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the staff body, staff, and members of the public; and

**WHEREAS**, COVID-19 poses imminent health and safety concerns. The risk of exposure to COVID-19 depends on the likelihood of coming into close physical contact with people who may be infected and through contact with contaminated surfaces and objects. The severity of the illness varies. Per the US Centers for Disease Control and Prevention about 14% of the cases are severe (meaning, they required hospitalization), with an infection that affects both lungs and has the potential to lead to severe medical complications (such as respiratory failure, shock, or multi organ dysfunction) that can cause death in some people. The

number of cases of infections and deaths occurring locally can be determined by viewing the dashboards of the Health Officers; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which placed an end date of September 30, 2021 on such authority; and

**WHEREAS**, due the rise in COVID-19 cases, including due to the Delta variant and now Omicron variant, the District continues to be deeply concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta variant, people may contract and transmit the virus before knowing they are infected and/or if they are asymptomatic; meetings of the District can last several hours, the District has a large board of Trustees, its meeting facilities are limited in space with seats that are close together, and have restricted air flow; and as of June 7, 2022 a new local surge of COVID-19 is underway; and

**WHEREAS**, the California State legislature adopted AB 361 as an urgency measure that was signed by the Governor on September 16, 2021. AB 361 amends the Brown Act to allow local governments to use teleconferencing and virtual meeting technology as long as there is a gubernatorial “proclaimed state of emergency” upon the local legislative body finding that State or local officials have imposed or recommended measures to promote social distancing or that meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, the Board desires to continue holding public meetings of the District using teleconferencing and virtual meeting technology in order to avoid the imminent risk to the health and safety of attendees; and

**WHEREAS**, the District found that conducting its meetings using virtual meeting technology allowed the equivalent, if not improved, access to the meetings for Trustees, staff, and the public based on the ease of use and flexibility of technology. This experience has been confirmed by the Little Hoover Commission, which evaluated the effectiveness of remote meetings statewide; and

**WHEREAS**, the Board held a duly noticed public meeting on September 29, 2021; and

**WHEREAS**, at such public meeting, the Board considered all pertinent oral and written information, exhibits, testimony, and comments received during the public review process, including, without limitation, information received at the public hearing, the oral report from District staff, the written report from staff, this Resolution, and all other information on which each of the Trustees has based their decision (collectively, “Remote Meeting Information”); and

**WHEREAS**, the Board found that a state of emergency remained active due to the coronavirus pandemic, which affects the ability of attendees to meet safely in person; and

**WHEREAS**, the Board desires to make the findings necessary to continue to meet remotely in light of the fact that there remains a significant portion of the population that is not eligible for vaccination or booster shots and that even fully vaccinated people may contract and transmit the virus and it is not possible to socially distance within the District’s Board meeting room.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the District as follows:

**Section 1. Recitals.** The Board hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein. The recitals and the information below constitute findings in this matter, and together with the Remote Meeting Information, serve as an adequate and appropriate evidentiary basis for the findings and actions set forth herein.

**Section 2. AB 361 Findings.** The Board, on behalf of itself and its legislative bodies, hereby further finds the following: A state of emergency in California remains active due to the coronavirus pandemic, which continues to directly impact the ability of attendees to meet safely in person. Federal, state, and/or local officials have imposed and/or recommended measures to promote social distancing and use face coverings in indoor settings to help stop the spread of the virus. They have strongly recommended public agencies hold their meetings online because doing so presents the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19. COVID-19 continues to pose an imminent risk to the health and safety of attendees to meet in person because it can be contracted and transmitted by people without symptoms and regardless of vaccination status and has the potential to lead to severe disease and death.

**Section 4. Remote Meetings.** Meetings of the District and its legislative bodies will continue to be conducted remotely using teleconferencing for the next 30 days in compliance with AB 361.

**Section 5. CEQA.** This action does not constitute a “project” within the meaning of Public Resources Code Section 21065, 14 Cal Code Reg. Section 15060(c)(2), 15060(c)(3), and/or 15378 because it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. In addition, this action is categorically exempt pursuant to Section 15061(b)(3), “Review for Exemptions” of the CEQA Guidelines because there is no possibility that it may have a significant effect on the environment, and no further environmental review is required. No unusual circumstances exist and none of the exceptions under CEQA Guidelines Section 15300.2 apply. This determination reflects the Board’s independent judgment and analysis.

**DULY AND REGULARLY ADOPTED** by the District’s Board of Trustees this 9 day of January, 2023 by the following vote:

AYES:  
NOES:  
ABSENT:

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Kati Martin, Chair

ATTEST: \_\_\_\_\_  
Brian Weber, District Manager

Agenda Item 7A

**BOARD COMMITTEE REPORTS**

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**SUBJECT: Finance Committee Meeting of the Board of Trustees**

Finance Committee members attended a meeting on January 3, 2023. Attendees included Committee Chair Mason Brutschy, Robert Riechel, Ray Williams, Kati Martin, and Chuck Cotton. Staff attending included District Manager Brian Weber, Finance Director Richard Arrow, Information Services Director Matthew Nienhuis, and Operations Director Casey Stevenson.

1. Reviewed the Financial Report for FY 22-23 as of October 31 and November 30, 2022. Highlights were discussed with the committee by Finance Director Richard Arrow. The Finance Committee recommended approval of these reports to be submitted to the Board of Trustees for consideration at their meeting on January 11, 2023.
2. District Manager Brian Weber gave an oral report on architectural plans related to the property located at 1415 N. Carolan, Burlingame. Payments total \$11,352, with another current invoice to be processed of \$96,421. The staff is in the process of reviewing design options, especially those that would require additional seismic remediation. As more information is acquired, it will be presented to the Real Estate Committee, Finance Committee, and ultimately to the Board of Trustees.
3. Finance Director Richard Arrow, a potential addition of depositories for a portion of District reserve funds. Staff met with representatives of two investment alternatives (CalTRUST and CalCLASS). The California Special Districts Association sponsors both organizations. A brief explanation of the two programs was presented to the Finance Committee. Members indicated that future research into these programs would be supported and instructed Staff to continue with detailed program information, costs, safety, and other “due diligence” steps to formalize a recommendation to the Finance Committee and Board of Trustees at a future meeting.



**Item 7B.1**

**Monthly Financial Report  
Month Ending November 30, 2022**

**Staff Recommendation:** Motion to recommend approval of the November 30, 2022, Financial Report.

**Statement of Revenues, Expenditures, and Change in Fund Balance**

Total revenues received from July 1 through November 30, 2022 (YTD) were \$ 694 thousand; total expenditures YTD were \$ 2.6 million, and the change in fund balance was (\$ 1.9) million. The District had \$ 6.3 million in cash available in County Treasury.

	<b>General</b>	<b>Capital</b>	<b>Total</b>
	<b>Fund</b>	<b>Fund</b>	<b>Funds</b>
<b>Beginning Fund Balance 7/1/2022:</b>	\$ 8,001,587	\$ 749,944	\$ 8,751,531
Revenues/Resources	\$ 691,302	\$ 2,796	\$ 694,098
Due To (From) Funds	\$ (276,044)	\$ 276,044	\$ -
Expenditures	\$ 2,486,182	\$ 87,963	\$ 2,574,145
<b>Change in Fund Balance</b>	<b>(2,070,924)</b>	<b>190,877</b>	<b>\$ (1,880,047)</b>
<b>* Ending Fund Balance</b>	<b>\$ 5,930,663</b>	<b>\$ 940,821</b>	<b>\$ 6,871,484</b>

<b>* Components of Fund Balance:</b>			
<b>Nonspendable (Inventory)</b>	\$ 143,930.00	\$ -	\$ 143,930.00
<b>Assigned (Capital Improvements)</b>	-	940,821	940,821
<b>Public Health Emergency Fund</b>	800,000	-	800,000
<b>Natural Disaster Emergency Fund</b>	650,000	-	650,000
<b>Real Property Acquisition Fund</b>	1,134,670	-	1,134,670
<b>Debt Service Repayment Fund</b>	1,000,000	-	1,000,000
<b>Unrestricted Fund Balance</b>	2,202,063	-	2,202,063
<b>Total</b>	<b>\$ 5,930,663</b>	<b>\$ 940,821</b>	<b>\$ 6,871,484</b>

**Budget Variances**

**Revenues**

Actual revenues received through November 30, 2022, were over budget by \$ 65,315 resulting from the receipt of a portion of excess ERAF in August 2022 as well as timing differences of other revenue sources.



### Expenditures

Expenditures through November 2022, were under budget by \$ 501,163 primarily due to the timing of expenditures contained in the table below:

Budget Category	Over/ Under	Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$18,380	98.5%	New employees costs under budgeted positions.
Administration	Under	\$45,314	78.2%	Timing of engineering, legal, stormwater, and audit expenditures.
Operations	Under	\$36,608	66.5%	Timing of pesticide and fuel expenditures
Public Outreach	Under	\$21,112	59.7%	Timing of Media and Network expenditures
Capital Improvements	Under	\$342,875	20.4%	Timing of Capital Improvement expenditures

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 \$15,000.

### 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](mailto:bweber@smcmvcd.org).

### Approval

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



**Attachments:**

1. Statement of Financial Position/Balance Sheet

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

3. Budget Variance Reports

Month compared with adopted budget

YTD compared with adopted budget

4. Accounts Receivable Aging Summary

On the November 2022 summary, accounts receivable outstanding greater than 90 days total is \$ 85,058 primarily consisting of amounts due from Dewey Pest Control (\$ 66,080), California Invasive Plant Council (\$ 14,774), and Stanford University – Jasper Ridge (\$ 4,204). **Updated receivables as of December 22, 2022, the only outstanding receivable greater than 90 days is from the California Invasive Plant Council.** Staff is presently contacting all agencies to expedite collection.

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 22252 to 22310. Last month's check number ended at 22251. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In November 2022, 59 checks written from the General Fund totaled \$ 171,820.05 In addition, the District wrote 2 check from the Capital Fund totaling \$ 14,940.47 (check numbers 1095 and 1096).

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.

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San Mateo County Mosquito & Vector Control District  
Balance Sheet  
As of Nov 30, 2022

	Total Nov 30, 22	General Fund	Capital Fund
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Cash-County Treasury-GF x2706	5,385,640	5,385,640	
1015 · Checking -Union Bank - GF x9757	(12,138)	(12,138)	
1020 · Cash-County Treasury-CPF x2705	951,633		951,633
1025 · Checking -Union Bank - CPF x6913	(11,352)		(11,352)
1016 · County Funds - FMV	(259,382)	(259,922)	540
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	110,183	110,183	
<b>Total Checking/Savings</b>	<b>6,164,985</b>	<b>5,224,164</b>	<b>940,821</b>
<b>Accounts Receivable</b>			
1100 · Accounts Receivable	129,330	129,330	
1105 · Interest Receivable	-	-	-
<b>Total Accounts Receivable</b>	<b>129,330</b>	<b>129,330</b>	<b>-</b>
<b>Other Current Assets</b>			
1220 · VCJPA-Member Contingency Fund	463,221	463,221	
1230 · Pesticide Inventory	176,476	176,476	
<b>Total Other Current Assets</b>	<b>639,697</b>	<b>639,697</b>	<b>-</b>
<b>Total Current Assets</b>	<b>6,934,012</b>	<b>5,993,190</b>	<b>940,821</b>
<b>TOTAL ASSETS</b>	<b>6,934,012</b>	<b>5,993,190</b>	<b>940,821</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	62,528	62,528	-
<b>Total Accounts Payable</b>	<b>62,528</b>	<b>62,528</b>	<b>-</b>
<b>Credit Cards</b>			
1040 · US Bank Purchase Card	-	-	-
<b>Total Credit Cards</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Current Liabilities</b>			
2200 · Accrued Wages	-	-	-
<b>Total Other Current Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Current Liabilities</b>	<b>62,528</b>	<b>62,528</b>	<b>-</b>
<b>Total Liabilities</b>	<b>62,528</b>	<b>62,528</b>	<b>-</b>
<b>Fund Balance</b>			
Beginning Fund Balance, 7/1/2022	8,751,531	8,001,587	749,944
Due To (From) Funds	-	(276,044)	276,044
Revenues Over Expenditures	(1,880,047)	(1,794,880)	(85,167)
<b>Ending Fund Balance *</b>	<b>6,871,484</b>	<b>5,930,663</b>	<b>940,821</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>6,934,012</b>	<b>5,993,190</b>	<b>940,821</b>
<b>* COMPONENTS OF ENDING FUND BALANCE</b>			
Nonspendable (Inventory)	143,930	143,930	-
Assigned (Capital Improvements)	940,821	-	940,821
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisiton Fund	1,134,670	1,134,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	2,202,063	2,202,063	-
<b>Total Fund Balance</b>	<b>6,871,484</b>	<b>5,930,663</b>	<b>940,821</b>

Statement of Revenues, Expenditures Budget vs. Actual  
July 2022 through June 2023

Month of Report:  
Nov, 2022

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	2,452,750	130,195	(2,322,555)	5.3%	122,844	7,351	106.0%	2,776	2,952	176	106.3%
Total 4100 · PROPERTY TAX REVENUES	3,197,480	277,804	(2,919,676)	8.7%	337,335	(59,531)	82.4%	149,865	163,371	13,506	109.0%
Total 4200 · OTHER TAX REVENUES	841,578	272,290	(569,288)	32.4%	119,341	152,949	228.2%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	187,848	11,014	(176,834)	5.9%	49,263	(38,249)	22.4%	-	-	-	#DIV/0!

Total Revenues

	6,679,656	691,302	(5,988,354)	10.3%	628,783	62,519	109.9%	152,641	166,323	13,682	109.0%
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Expenditures

Total 5000 · SALARIES & WAGES	3,031,167	1,174,566	1,856,601	38.7%	1,192,946	(18,380)	98.5%	232,640	227,613	(5,027)	97.8%
Total 5100 · EMPLOYEE BENEFITS	887,416	453,140	434,276	51.1%	454,445	(1,305)	99.7%	61,853	59,679	(2,174)	96.5%
Total 5200 · TRAINING - BOARD & STAFF	87,973	30,550	57,423	34.7%	24,185	6,365	126.3%	559	9,391	8,832	1680.0%
Total 5300 · ADMINISTRATION	593,988	162,320	431,668	27.3%	207,634	(45,314)	78.2%	29,150	21,169	(7,981)	72.6%
Total 5400 · INSURANCE	143,254	138,306	4,948	96.5%	143,254	(4,948)	96.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	70,365	12,892	57,473	18.3%	15,187	(2,295)	84.9%	3,036	463	(2,573)	15.3%
Total 5500 · FACILITIES MAINTENANCE	51,547	13,918	37,629	27.0%	21,475	(7,557)	64.8%	4,296	940	(3,356)	21.9%
Total 5550 · UTILITIES	77,617	26,023	51,594	33.5%	32,334	(6,311)	80.5%	6,469	5,294	(1,175)	81.8%
Total 5600 · FLEET MAINTENANCE	59,891	26,725	33,166	44.6%	24,954	1,771	107.1%	4,991	3,549	(1,442)	71.1%
Total 5700 · OPERATIONS	262,067	72,586	189,481	27.7%	109,194	(36,608)	66.5%	21,839	5,285	(16,554)	24.2%
Total 5800 · LABORATORY	85,668	25,750	59,918	30.1%	36,437	(10,687)	70.7%	7,033	3,931	(3,102)	55.9%
Total 5900 · PUBLIC OUTREACH	125,820	31,313	94,507	24.9%	52,425	(21,112)	59.7%	10,485	(265)	(10,750)	-2.5%
Total 6500 · DEBT SERVICE	330,000	318,094	11,906	96.4%	330,000	11,906	96.4%	-	-	-	0.0%

Total Expenditures

	5,806,773	2,486,182	(3,320,591)	42.8%	2,644,470	(158,288)	94.0%	382,351	337,049	(45,302)	88.2%
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General Fund Net Revenues Over Expenditures

	872,883	(1,794,880)	(2,667,763)		(2,015,687)	220,807		(229,710)	(170,726)	58,984	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	2,796	(2,796)	0.0%	-	2,796	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,007,554	87,963	1,919,591	4.4%	430,838	(342,875)	20.4%	4,166	14,967	10,801	359.3%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,007,554)	(85,167)	1,922,387		(430,838)	345,671		(4,166)	(14,967)	(10,801)	
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**San Mateo County Mosquito & Vector Control District**  
**A/R Aging Summary**  
As of November 30, 2022

11/30/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	2,467.60	0.00	14,174.43	14,774.21	31,416.24
City of Foster City	1,821.17	5,438.17	0.00	0.00	0.00	7,259.34
City of Pacifica Public Works Wastewater	78.08	70.43	0.00	0.00	0.00	148.51
City of Redwood City, Public Works	731.44	4,596.91	0.00	3,914.58	0.00	9,242.93
City of San Francisco, Parks	0.00	5,627.78	0.00	0.00	0.00	5,627.78
City of San Francisco, Public Utilities	0.00	124.95	0.00	0.00	0.00	124.95
City of San Mateo, Wastewater Treatment	85.39	170.78	0.00	0.00	0.00	256.17
City of South San Francisco Water Quality	84.03	0.00	0.00	0.00	0.00	84.03
Dewey Pest Control	0.00	0.00	0.00	0.00	66,080.00	66,080.00
Silicon Valley Clean Water	167.86	531.23	0.00	0.00	0.00	699.09
Stanford University - Jasper Ridge	0.00	0.00	0.00	4,187.25	4,203.41	8,390.66
<b>TOTAL</b>	<u><b>2,967.97</b></u>	<u><b>19,027.85</b></u>	<u><b>0.00</b></u>	<u><b>22,276.26</b></u>	<u><b>85,057.62</b></u>	<u><b>129,329.70</b></u>

**San Mateo County Mosquito & Vector Control District**  
**A/R Aging Summary**  
As of December 22, 2022

12/22/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	0.00	2,467.60	14,174.43	14,774.21	31,416.24
City of Foster City	0.00	1,821.17	0.00	0.00	0.00	1,821.17
City of Pacifica Public Works Wastewater	0.00	78.08	0.00	0.00	0.00	78.08
City of Redwood City, Public Works	0.00	731.44	0.00	0.00	0.00	731.44
City of San Mateo, Wastewater Treatment	0.00	85.39	0.00	0.00	0.00	85.39
Silicon Valley Clean Water	0.00	167.86	0.00	0.00	0.00	167.86
<b>TOTAL</b>	<u><b>0.00</b></u>	<u><b>2,883.94</b></u>	<u><b>2,467.60</b></u>	<u><b>14,174.43</b></u>	<u><b>14,774.21</b></u>	<u><b>34,300.18</b></u>

San Mateo County Mosquito and Vector Control District  
 Cash Activity & Reconciliation to County Statement  
 General Fund  
 November 30, 2022

GF-Nov  
 2022

Beginning Cash per District as of Oct 31, 2022 5,532,269

<b>Reductions</b>	
Payroll Related (ADP)	(198,171)
Checks Written	(171,820)
Bank Fee	(76)
Voided CK#22285 not yet reflected	(1,554)
<b>Total Reductions</b>	<b>(371,621)</b>

<b>Additions</b>	
Quarterly Interest	-
Abatement Services	39,956
Property Tax Revenue	163,371
ERAF Rebate	-
RDA/RPTTF	-
Special Benefit Assessment	-
Special Mosquito Tax	-
Deposit Oct reflected in Nov Cnty Stmt	7,974
<b>Total Additions</b>	<b>211,301</b>

Ending Cash per District as of Nov 30, 2022 5,371,949

Cash per County General Fund Statement 5,371,949

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 ] 11/01/2022-11/30/2022 Page 2  
 FRI, DEC 09, 2022, 2:05 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15883321 J5439---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 11/01/22	8,005,650.07	2,473,381.16	5,532,268.91
	11/01/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	7,973.75	0.00	5,540,242.66
	11/15/22	SECN152	AutoID: ITXN15A2 Job: 15833 JE	156,563.86	0.00	5,696,806.52
	11/15/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	7,210.27	0.00	5,704,016.79
	11/21/22	JE529115	AutoID: JVDN21A2 Job: 15857 JE	0.00	76.42	5,703,940.37
	11/22/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	4,505.54	0.00	5,708,445.91
	11/30/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	28,240.16	0.00	5,736,686.07
	11/30/22	SPSN302	AutoID: ITXN30A2 Job: 15879 JE	6,807.11	0.00	5,743,493.18
	11/30/22	JE529563	AutoID: JRVD01E2 Job: 15879 JE	0.00	371,544.44	5,371,948.74
		DR	* SUB ACCT Total *	8,216,950.76*	2,845,002.02*	5,371,948.74*

San Mateo County Mosquito and Vector Control District  
 Cash Activity & Reconciliation to County Statement  
 Capital Project Fund  
 November 30, 2022

CPF-Nov  
 2022

Beginning Cash per District as of <b>Oct 31, 2022</b>	955,248
<b>Reductions</b>	
Checks Written	(14,940)
Bank Fee	(27)
Transfer-Out to General Fund	-
<b>Total Reductions</b>	<b>(14,967)</b>
<b>Additions</b>	
Quarterly Interest	-
Transfer-In from General Fund	-
<b>Total Additions</b>	<b>-</b>
<b>Ending Cash per District as of Nov 30, 2022</b>	<b>940,281</b>
<b>Cash per County Capital Project Fund Statement</b>	<b>940,281</b>
Difference	-

COUNTY OF SAN MATEO      Verbose      [D E T A I L E D   T R I A L   B A L A N C E]      11/01/2022-11/30/2022      Page 1  
 FRI, DEC 09, 2022, 2:05 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15883321 J5439---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 11/01/22	1,028,243.90	72,995.52	955,248.38			
	11/21/22	JES29115	AutoID: JVDN21A2 Job: 15857 JE	0.00	26.84	955,221.54			
	11/30/22	JES29563	AutoID: JRVD01E2 Job: 15879 JE	0.00	14,940.47	940,281.07			
	DR		* SUB ACCT Total *	1,028,243.90*	87,962.83*	940,281.07*			

**San Mateo County Mosquito and Vector Control District**  
**ADP Payroll Disbursement**  
 November 30, 2022

Nov 2022
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November 11, 2022

November 25, 2022

Footnotes:

**Payroll ACH Disbursement (including Net Pay & Taxes )**

Total Net Pay	74,428	72,941
Federal W/H Tax	14,084	14,277
Social Security Tax	629	390
Medicare	3,304	3,248
CA W/H Tax	5,930	5,964
CA SUI/DI	1,081	1,153
<b>Total</b>	<b>99,455</b>	<b>97,973</b>

← A

<b>ADP Process Fee PPE 10/08 &amp; 10/22</b>	<b>263</b>	<b>326</b>
<b>ADP Time &amp; Attend Processing Chrg</b>	<b>154</b>	<b>-</b>

<b>Total amount for the period</b>	<b>99,871</b>	<b>98,299</b>
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<b>Total amount for the month:</b>		<b>198,171</b>
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**Footnotes:**

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

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

November 2022

<b>GF-Nov 2022</b>
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Num	Date	Name	Memo	Account	Original Amount
22252	11/03/2022	Charles P. Hansen	Retiree Health Insurance Reimb-Nov '22	1015 · Checking -Union Bank - GF x9757	-553.03
11012022	11/01/2022		Retiree Health Insurance Reimb-Nov '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
22253	11/03/2022	Dennis J Jewell	Retiree Health Insurance Reimb-Nov '22	1015 · Checking -Union Bank - GF x9757	-553.03
11012022	11/01/2022		Retiree Health Insurance Reimb-Nov '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
22254	11/03/2022	Great-West Life & Annuity Co	Group No. 98368	1015 · Checking -Union Bank - GF x9757	-6,346.53
10222022	10/22/2022		Employee Deferred Comp PPE 10/22/2022	5185 · Actives - Deferred Compensation	6,346.53
TOTAL					6,346.53
22255	11/03/2022	San Mateo County Retirement Assoc SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-21,856.82
10222022	10/22/2022		Employee Contribution Pay Period 10/09/2022-10/22/2022	5115 · Retirement - Employee Contribut	9,421.66
			Employer Contribution Pay Period 10/09/2022-10/22/2022	5110 · Retirement - Employer Contribut	12,435.16
TOTAL					21,856.82
22256	11/03/2022	Tara Roth	Per Diem @ ESA/ESC/ESBC Joint Annl Mtg 11/13-11/17/22	1015 · Checking -Union Bank - GF x9757	-720.00
ESA AnnlMtg-Nov'	11/01/2022		Per Diem @ ESA/ESC/ESBC Joint Annl Mtg 11/13-11/17/22 (Vancouver)	5215 · Conferences / Workshops Staff	720.00
TOTAL					720.00
22257	11/03/2022	Angela Nakano	Per Diem @ MVCAC Fall Mtg 11/1-11/3/2022	1015 · Checking -Union Bank - GF x9757	-172.50
MVCAC-Fall Mtg-1	11/01/2022		Per Diem @ MVCAC Fall Mtg 11/1-11/3/2022	5215 · Conferences / Workshops Staff	172.50
TOTAL					172.50
22258	11/03/2022	Devon MacDonald	Per Diem @ W. Coast Rodent Academy 11/1-11/4/2022	1015 · Checking -Union Bank - GF x9757	-190.00
RodentAcademy-1	11/01/2022		Per Diem @ W. Coast Rodent Academy 11/1-11/4/2022	5215 · Conferences / Workshops Staff	190.00

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

November 2022

<b>GF-Nov 2022</b>
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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					190.00
<b>22259</b>	<b>11/03/2022</b>	<b>Casey Stevenson</b>	<b>Reimb Exp-CASPER event in E. Palo Alto 10/17/22</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-112.63</b>
Reimb-CASPER	10/17/2022		Reimb Exp-CASPER event in E. Palo Alto 10/17/22	5910 · Media and Network	112.63
TOTAL					112.63
<b>22260</b>	<b>11/03/2022</b>	<b>Rachel Curtis</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-542.08</b>
ReimbCASPERexj	10/25/2022		Reimb supplies for CASPER event at E.Palo Alto	5910 · Media and Network	383.08
Reimb-Dental	10/28/2022		Reimb Dental for Self	5140 · Actives - Dental Reimbursement	159.00
TOTAL					542.08
<b>22261</b>	<b>11/03/2022</b>	<b>U.S. Bank PARS Account # 67460224</b>	<b>Agency Name: San Mateo County Mosquito &amp; Vector Control District PPE 10/22/2022</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-572.18</b>
6746022400-PP10	10/22/2022		Alternate Retirement System for Richard Arrow PPE 10/22/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
<b>22262</b>	<b>11/03/2022</b>	<b>Aim To Please Janitorial Services</b>	<b>Invoice #54 - Oct 2022</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,660.31</b>
54	10/31/2022		1351 Rollins Janitorial Services-Oct 2022	5340 · Janitorial/Household Expense	1,200.00
			1415 N Carolan Janitorial Services	5340 · Janitorial/Household Expense	325.00
			1415 N Carolan Restroom Cleaning	5340 · Janitorial/Household Expense	135.31
TOTAL					1,660.31
<b>22263</b>	<b>11/03/2022</b>	<b>Airgas Dry Ice</b>	<b>4317638</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-346.56</b>
9131223345	10/18/2022		Dry Ice (300 lbs)	5820 · Dry Ice	346.56
TOTAL					346.56
<b>22264</b>	<b>11/03/2022</b>	<b>Amazon Capital Services</b>	<b>Account # ARX6UTA334C06</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,809.20</b>
13N6-GKPQ-T73F	10/31/2022		Supplies for CASPER event	5910 · Media and Network	310.74
			Misc office supplies	5335 · Office Expense	151.14
			Cables & compact printer	5460 · Computer Hardware	345.47



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

November 2022

<b>GF-Nov</b> <b>2022</b>
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Num	Date	Name	Memo	Account	Original Amount
			Garage shop supplies	5610 · Garage Tools	108.88
			Ops field equipment & supplies	5630 · Ops Equipment & Repairs	307.91
			Rat zapper & tubs for drone	5705 · Pesticides	207.15
			Safety glasses	5720 · Safety Equipment	29.20
			Plugs & connectors for fish tank	5730 · Mosquito Fish	30.62
			Large Whirl paks	5805 · Disease Surveillance	300.72
			Return refund-Jeep maint supply	5620 · Auto, Hotsy, Plug, Boat, Traile	-30.66
			Cleaning supply for lab	5825 · Lab Supplies	48.03
TOTAL					1,809.20
<b>22265</b>	<b>11/03/2022</b>	<b>Bay Alarm</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,129.95</b>
20023576	10/15/2022		Security Alarm Monitoring 11/01/2022-01/31/2023 (1415 N Carolan Ave)	5385 · Security and fire alarm	540.00
20026643	10/15/2022		Access Control System 1/01/22-01/31/23 (1351 Rollins Rd)	5385 · Security and fire alarm	855.00
20023329 & UL Ce	10/15/2022		Fire Alarm Monitoring 11/01/2022-01/31/2023 (1351 Rollins Rd)	5385 · Security and fire alarm	445.20
			Sprinkler Inspection Services 11/01/2022-01/31/2023	5385 · Security and fire alarm	159.00
			UL Certificate	5385 · Security and fire alarm	130.75
TOTAL					2,129.95
<b>22266</b>	<b>11/03/2022</b>	<b>Colorprint</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,325.77</b>
31528	10/13/2022		Door Hanger-24hr Inspection Notice (Qty: 500)	5920 · Promotion & Printing	446.31
31725	10/13/2022		EPA Map 36x32 laminated print.	5920 · Promotion & Printing	88.93
31887	10/27/2022		Rodent Control Booklets (Qty:400)	5920 · Promotion & Printing	790.53
TOTAL					1,325.77
<b>22267</b>	<b>11/03/2022</b>	<b>Dennco</b>	<b>Inv #36714</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,177.48</b>
36714	10/24/2022		Oct 2022 Inspection Service Contract	5505 · Facility - Repairs & Maint	770.00
			HVAC Belt Repair	5505 · Facility - Repairs & Maint	407.48
TOTAL					1,177.48
<b>22268</b>	<b>11/03/2022</b>	<b>Department of Pesticide Regulation</b>	<b>Application/License #163074</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-90.00</b>
163074 Sean D. Jc	11/01/2022		Vector Control Technician Fee for Sean D. Jones	5205 · Coastal Regional Continuing Ed.	90.00

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

November 2022

<b>GF-Nov 2022</b>
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Num	Date	Name	Memo	Account	Original Amount
TOTAL					90.00
22269	11/03/2022	Erika Eugenia Alor Vazquez	Invoice #00003	1015 · Checking -Union Bank - GF x9757	-80.00
00003	10/24/2022		Spanish translation for outreach materials	5910 · Media and Network	80.00
TOTAL					80.00
22270	11/03/2022	Flyers Energy, LLC	Account 700895	1015 · Checking -Union Bank - GF x9757	-4,165.21
CFS-3186643	10/15/2022		Fuels 10/01/2022-10/15/2022	5735 · Fuel	4,165.21
TOTAL					4,165.21
22271	11/03/2022	Fusion, LLC	Customer No. 3789973	1015 · Checking -Union Bank - GF x9757	-527.38
9585219	10/19/2022		Phone System Nov-2022	5570 · Phone - VOIP - Fusion/MegaPath	527.38
TOTAL					527.38
22272	11/03/2022	MVCAC	2023 Annual MVCAC Conference Registration	1015 · Checking -Union Bank - GF x9757	-4,025.00
MVCAC2023Conf	11/03/2022		5 Staff Attendees (2023 Annual MVCAC Conf Registration)	5215 · Conferences / Workshops Staff	1,875.00
			5 Trustees (2023Annual MVCAC Conf Registration)	5210 · Conferences / Workshops Board	2,150.00
TOTAL					4,025.00
22273	11/03/2022	Nuestra Casa de East Palo Alto	Invoice #3	1015 · Checking -Union Bank - GF x9757	-3,900.00
3	10/20/2022		Conducted CASPER Survey in East Palo Alto	5910 · Media and Network	3,900.00
TOTAL					3,900.00
22274	11/03/2022	ODP Business Solutions, LLC	A/C #36568593	1015 · Checking -Union Bank - GF x9757	-134.28
24003299	10/24/2022		Office Supplies	5335 · Office Expense	134.28
TOTAL					134.28
22275	11/03/2022	Quench USA, Inc.	A/C #D322868	1015 · Checking -Union Bank - GF x9757	-205.00

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

November 2022

<b>GF-Nov 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
INV04450081	11/01/2022		Water Dispenser Rental - Nov 2022	5335 · Office Expense	205.00
TOTAL					205.00
<b>22276</b>	<b>11/03/2022</b>	<b>San Mateo County Environmental H</b>	<b>Acct. No. AR0085946 San Mateo County Mosquito</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-75.00</b>
IN0373920	10/31/2022		Hazardous waste disposal fee (Used oil filters)	5615 · Garage Repairs Outside	75.00
TOTAL					75.00
<b>22277</b>	<b>11/03/2022</b>	<b>Sandie Arnott, SanMateo Cty Tax Co Parcel #026-122-080, 2022-2023 Tax Bill (Stormwater Fee) 1351 Rollins</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,846.00</b>
2022-265895	11/01/2022		Parcel #026-122-080, 2021-2022 Tax Bill (Stormwater Fee) 1351 Rollins	5355 · Property Tax Stormwater Assess	1,846.00
TOTAL					1,846.00
<b>22278</b>	<b>11/03/2022</b>	<b>Sandie Arnott, SanMateo Cty Tax Co Parcel #026-101-060, 2022-2023 Tax Bill (Stormwater Fee) 1415 Carolan</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,514.00</b>
2022-265848	11/01/2022		Parcel #026-101-060, 2022-2023 Tax Bill (Stormwater Fee) 1415 Carolan	5355 · Property Tax Stormwater Assess	1,514.00
TOTAL					1,514.00
<b>22279</b>	<b>11/03/2022</b>	<b>SCI Consulting Group</b>	<b>Invoice #SBS10519</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-14,211.40</b>
SBS10519	09/23/2022		Special Assessment-North & West SM Cty Mosq Abatement Dist 2022-23	5345 · Prof. Services - Engineer Rpt	13,250.00
			Special Benefit Assessment Administration FY 2022-23	5345 · Prof. Services - Engineer Rpt	961.40
TOTAL					14,211.40
<b>22280</b>	<b>11/03/2022</b>	<b>Spark Creative Design</b>	<b>Inv #2670</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-909.44</b>
2670	10/20/2022		CASPER door hangers (Qty: 2,500)	5920 · Promotion & Printing	909.44
TOTAL					909.44
<b>22281</b>	<b>11/03/2022</b>	<b>Standard Insurance Company</b>	<b>142979</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,371.58</b>
142979-0001 Oct2	10/19/2022		Long term disability due 11/01/2022	5165 · Long Term Disability - Standard	1,371.58
TOTAL					1,371.58
<b>22282</b>	<b>11/03/2022</b>	<b>Streamline</b>	<b>Invoice No: 112D6F75-0021</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-370.00</b>

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

November 2022

<b>GF-Nov 2022</b>
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Num	Date	Name	Memo	Account	Original Amount
112D6F75-0021	11/01/2022		Streamline Web 11/01/2022-12/1/2022	5475 · Website Hosting / Microsoft	370.00
TOTAL					370.00
<b>22283</b>	<b>11/03/2022</b>	<b>Verizon</b>	<b>A/C #271667168-00001</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,306.36</b>
991936001	10/26/2022		Services for period 09/27-10/26/22 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,671.64
			Upgrade iPhones for staff (3)	5580 · Phone - Mobile Devices-Verizon	634.72
TOTAL					2,306.36
<b>22284</b>	<b>11/17/2022</b>	<b>Airgas Dry Ice</b>	<b>4317638</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-596.36</b>
9131460969	10/25/2022		Dry Ice (300 lbs)	5820 · Dry Ice	346.85
9131952412	11/08/2022		Dry Ice (200 lbs)	5820 · Dry Ice	249.51
TOTAL					596.36
<b>22285</b>	<b>11/17/2022</b>	<b>American Fidelity Assurance Compa VOIDED-Lost in the mail</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>0.00</b>
TOTAL					0.00
<b>22286</b>	<b>11/17/2022</b>	<b>Black Mountain Properties, LLC</b>	<b>Acct. t0000505 San Mateo County-1323 Rollins Rd., Burlingame</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-11,176.00</b>
Dec Rent/CAM	11/14/2022		Dec-2022 Rent-1323 Rollins Rd., Burlingame,CA	5399 · Facility Lease	7,944.00
			Est CAM	5399 · Facility Lease	3,232.00
TOTAL					11,176.00
<b>22287</b>	<b>11/17/2022</b>	<b>Cintas Corporation #464</b>	<b>Payer #15914933</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-652.70</b>
15914933 Oct-202	10/31/2022		Uniform Services 10/05/22 Inv #4133484332	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 10/12/22 Inv #4134060571	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 10/19/22 Inv #4134748959	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 10/26/22 Inv #4135554056	5725 · Apparel - Uniforms & Boots	187.61
TOTAL					652.70
<b>22288</b>	<b>11/17/2022</b>	<b>City of Burlingame, Water</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,038.70</b>

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

<b>GF-Nov 2022</b>
------------------------

November 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
53-310176-Oct22	10/28/2022		Fireline 08/23/22-10/25/22	5565 · Water	13.15
53-310184-Oct22	10/28/2022		3/4 Inch 08/23/22-10/25/22	5565 · Water	167.69
53-133346-Oct22	10/28/2022		1 1/2 Inch 08/23/22-10/25/22	5565 · Water	697.09
53-485494-Oct22	10/28/2022		1 Inch meter 08/23/22-10/25/22-1415 N. Carolan Ave	5565 · Water	160.77
TOTAL					1,038.70
<b>22289</b>	<b>11/17/2022</b>	<b>Comcast</b>	<b>A/C #8155200280283815</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-164.33</b>
815520028028381	11/03/2022		Business Internet 11/08/22-12/07/22 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	164.33
TOTAL					164.33
<b>22290</b>	<b>11/17/2022</b>	<b>Eco Medical Inc.</b>	<b>Invoice #15000</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-109.20</b>
15000	10/31/2022		28 Gal. Bio-waste container pick-up - Oct 2022	5830 · Lab Biowaste Disposal	104.00
			Temporary Fuel Charge 5%	5830 · Lab Biowaste Disposal	5.20
TOTAL					109.20
<b>22291</b>	<b>11/17/2022</b>	<b>FDAC EBA</b>	<b>51 - SMCMVCD Billing Period Dec-2022</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-31,193.36</b>
FDAC1222-SMCM	11/08/2022		Medical Insurance for Dec-2022	5125 · Actives - Medical Insurance	28,320.05
			Dental Insurance	5135 · Actives - Dental Insurance	2,353.47
			Vision	5145 · Actives - Vision Insurance	415.34
			Hartford Group Life	5150 · Group Life Insurance	104.50
TOTAL					31,193.36
<b>22292</b>	<b>11/17/2022</b>	<b>Flyers Energy, LLC</b>	<b>Account 700895</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-3,463.09</b>
CFS-3202701	10/31/2022		Fuels 10/16/2022-10/31/2022	5735 · Fuel	3,463.09
TOTAL					3,463.09
<b>22293</b>	<b>11/17/2022</b>	<b>Grainger</b>	<b>809934680</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-201.37</b>
7105200450	11/05/2022		Trailer tire repair hardware	5620 · Auto, Hotsy, Plug, Boat, Traile	13.38
			Ops field equipment supplies	5630 · Ops Equipment & Repairs	389.50

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

November 2022

<b>GF-Nov</b> <b>2022</b>
------------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
			Wasp killer spray cans	5705 · Pesticides	48.67
			Return credits for U-Block vests	5620 · Auto, Hotsy, Plug, Boat, Traile	-265.38
			Safety labels for ladders	5720 · Safety Equipment	15.20
TOTAL					201.37
<b>22294</b>	<b>11/17/2022</b>	<b>Great-West Life &amp; Annuity Co</b>	<b>Group No. 98368</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-5,812.69</b>
11052022	11/05/2022		Employee Deferred Comp PPE 11/05/2022	5185 · Actives - Deferred Compensation	5,812.69
TOTAL					5,812.69
<b>22295</b>	<b>11/17/2022</b>	<b>San Mateo County Retirement Assoc SM M.A.D.</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-21,732.41</b>
11052022	11/05/2022		Employee Contribution Pay Period 10/23/2022-11/05/2022	5115 · Retirement - Employee Contribut	9,378.97
			Employer Contribution Pay Period 10/23/2022-11/05/2022	5110 · Retirement - Employer Contribut	12,353.44
TOTAL					21,732.41
<b>22296</b>	<b>11/17/2022</b>	<b>U.S. Bank PARS Account # 6746022</b>	<b>Agency Name: San Mateo County Mosquito &amp; Vector Control District PPE 11</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-572.18</b>
6746022400-PP11	11/05/2022		Alternate Retirement System for Richard Arrow PPE 11/05/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
<b>22297</b>	<b>11/17/2022</b>	<b>James Barry</b>	<b>Inv #097992</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-150.00</b>
097992	11/07/2022		Fish pond maintenance	5505 · Facility - Repairs & Maint	150.00
TOTAL					150.00
<b>22298</b>	<b>11/17/2022</b>	<b>Lampire Biological Laboratories, Inc A/C # SANMAT</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-316.00</b>
454682	11/01/2022		Chicken Blood (PO# 02076-1779)	5815 · Mosquito Blood	316.00
TOTAL					316.00
<b>22299</b>	<b>11/17/2022</b>	<b>OMNI International, Inc.</b>	<b>SANMAMV</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-662.64</b>
0027534-IN	11/10/2022		Beads for tick extractions	5845 · Lab PCR Supplies	662.64
TOTAL					662.64

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

November 2022

<b>GF-Nov</b> <b>2022</b>
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Num	Date	Name	Memo	Account	Original Amount
22300	11/17/2022	Pacific Office Automation	Customer #446374	1015 · Checking -Union Bank - GF x9757	-271.14
714548	11/03/2022		Maintenance for 1 Color & 2 Blk/Wht Copiers 11/02/22-12/02/22	5380 · Copier and postage	271.14
TOTAL					271.14
22301	11/17/2022	PG&E		1015 · Checking -Union Bank - GF x9757	-2,003.65
5594119880-0 Oct	10/26/2022		PGE Elec & Gas for 1415 N Carolan 09/28/22-10/26/2022	5560 · Gas & Electricity - PG&E	701.53
5584709654-6 Oct	10/26/2022		1351 Rollins Site 09/28/2022-10/26/2022	5560 · Gas & Electricity - PG&E	1,302.12
TOTAL					2,003.65
22302	11/17/2022	Recology San Mateo County	A/C #731001072	1015 · Checking -Union Bank - GF x9757	-456.00
47652557	10/28/2022		Garbage Service - Oct 2022	5340 · Janitorial/Household Expense	456.00
TOTAL					456.00
22303	11/17/2022	RMT Landscape Contractors, Inc.	Customer #M332	1015 · Checking -Union Bank - GF x9757	-790.00
20221135	11/10/2022		Landscape Maintenance Nov-2022 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	495.00
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	295.00
TOTAL					790.00
22304	11/17/2022	San Mateo County VRS	Inv #22030 thru 22035; Meals for CASPER 10/17-10/19	1015 · Checking -Union Bank - GF x9757	-2,966.64
22030-22035	10/17/2022		Inv 22030, 10/17/22 Breakfast for CASPER at E.Palo Alto	5910 · Media and Network	466.97
			Inv 22031, 10/17/22 Box Lunches	5910 · Media and Network	521.91
			Inv 22032, 10/18/22 Healthy Breakfast	5910 · Media and Network	466.97
			Inv 22033, 10/18/22 Box Lunches	5910 · Media and Network	521.91
			Inv 22034, 10/19/22 Healthy Breakfast	5910 · Media and Network	466.97
			Inv 22035, 10/19/22 Box Lunches	5910 · Media and Network	521.91
TOTAL					2,966.64
22305	11/17/2022	Devon MacDonald	Uber Exp @ W. Coast Rodent Academy 11/1-11/4/2022	1015 · Checking -Union Bank - GF x9757	-80.92

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

November 2022

<b>GF-Nov 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
RodentAcademy-L	11/16/2022		Uber Exp @ W. Coast Rodent Academy 11/1-11/4/2022	5215 · Conferences / Workshops Staff	80.92
TOTAL					<u>80.92</u>
<b>22306</b>	<b>11/17/2022</b>	<b>ODP Business Solutions, LLC</b>	<b>A/C #36568593</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-133.83</b>
24087838 -Cr2419	10/31/2022		Bill #24190609 Return Credit 11/7/22	5335 · Office Expense	-21.78
			Bill #24087838 Office Supplies 10/31/22	5335 · Office Expense	155.61
TOTAL					<u>133.83</u>
<b>22307</b>	<b>11/17/2022</b>	<b>Comcast</b>	<b>A/C #8155200280658818</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-174.28</b>
815520028065881	11/15/2022		Business Internet 11/20/22-12/19/22 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	174.28
TOTAL					<u>174.28</u>
<b>22308</b>	<b>11/17/2022</b>	<b>Life Technologies Corporation</b>	<b>Invoice #82194762</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,013.28</b>
82194762	11/03/2022		PCR supplies restocking (P.O.#02706-1843)	5845 · Lab PCR Supplies	1,013.28
TOTAL					<u>1,013.28</u>
<b>22309</b>	<b>11/17/2022</b>	<b>U.S. Bank</b>	<b>4246-0445-5564-6391</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-10,170.02</b>
10242022	10/24/2022		District Credit Card Payment	1040 · US Bank Purchase Card	10,170.02
TOTAL					<u>10,170.02</u>
<b>22310</b>	<b>11/17/2022</b>	<b>Cintas Corporation #0156</b>	<b>Customer #11322412</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-120.54</b>
5119563723	11/11/2022		First Aid-Kit refill (2)	5720 · Safety Equipment	120.54
TOTAL					<u>120.54</u>
<b>CHECK TOTAL</b>					<b><u><u>171,820.05</u></u></b>

Note: Previous month's check numbers were 22194-22251. Current month's check numbers are 22252-22310 (59 checks).



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

<b>CPF-Nov</b> <b>2022</b>
-------------------------------

November 2022

Num	Date	Name	Memo	Account	Original Amount
1095	11/03/2022	Aetypic	Invoice #AET-2022-I007	1025 · Checking -Union Bank -CPF x6913	-11,351.98
AET-2022-I007	11/03/2022		Geotechnical Services: 1415 N. Carolan Ave Imprc 6010 · Building Improvements		11,351.98
TOTAL					11,351.98
1096	11/17/2022	Enterprise FM Trust	Customer No. 458563	1025 · Checking -Union Bank -CPF x6913	-3,588.49
FBN4602577	11/03/2022		22NCN8-2018 NISS Frontier- Nov 2022	6030 · Vehicle Leases	298.49
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	298.49
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MVV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MWW3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			266LKM-2021 RAM 2500	6030 · Vehicle Leases	467.99
TOTAL					3,588.49
<b>CHECK TOTAL</b>					<b>14,940.47</b>

Note: Previous month's check numbers were 1093-1094. Current month's check numbers are 1095-1096 (2 checks).

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

**Nov  
2022**

**November 2022**

Type	Date	Name	Memo	Split	Amount
<b>1040 · US Bank Purchase Card</b>					
<b>1045 · US Bank Visa Brian x2315</b>					
Credit Card Charge	11/01/2022	American Mosquito Control A	AMCA annual meeting reg. for Ryan and Matthew	5215 · Conferences / Workshops Staff	970.00
Credit Card Charge	11/01/2022	American Mosquito Control A	AMCA annual meeting reg. for Trustee Donna Rutherford	5210 · Conferences / Workshops Board	575.00
Credit Card Charge	11/01/2022	Misc-Admin	The Grand Sierra Resort - hotel reservation for Trustee Donna AMCA	5210 · Conferences / Workshops Board	141.25
Credit Card Charge	11/01/2022	Misc-Admin	The Grand Sierra Resort - hotel reservation for Ryan AMCA	5215 · Conferences / Workshops Staff	141.25
Credit Card Charge	11/01/2022	Misc-Admin	The Grand Sierra Resort - hotel reservation for Matt AMCA	5215 · Conferences / Workshops Staff	141.25
Credit Card Charge	11/07/2022	Alaska Air	Round trip flight for Brian MVCAC conf.	5215 · Conferences / Workshops Staff	177.20
Credit Card Charge	11/08/2022	Microsoft	Online email services	5475 · Website Hosting / Microsoft	37.87
Credit Card Charge	11/09/2022	Blue Line Pizza	Meal for November board meeting	5305 · Board Meeting Expenses	170.24
Total 1045 · US Bank Visa Brian x2315					2,354.06
<b>1050 · US Bank Visa Admin x5992</b>					
Credit Card Charge	10/24/2022	Misc-Admin	Disneyland Resort - Trustees Mason, Kati, Ron, and Rena MVCAC annl conf.	5210 · Conferences / Workshops Board	1,258.92
Credit Card Charge	10/26/2022	Misc-Lab	Davies Appliance - replace lab dishwasher	5835 · Lab Equip. Repair	947.98
Credit Card Charge	10/27/2022	VWR INTERNATIONAL INC	Restocking gloves	5805 · Disease Surveillance	288.17
Credit Card Charge	10/27/2022	Misc- Outreach	Rite-Aid - lice removal treatment kits for families	5825 · Lab Supplies	32.92
Credit Card Charge	10/27/2022	Cresco Equipment Rental	Forklift fuel	5735 · Fuel	37.27
Credit Card Charge	10/28/2022	Costco	Flat screen tv for 1415 N. Carolan	5335 · Office Expense	443.49
Credit Card Charge	11/01/2022	Misc-Admin	Davies Appliance - dishwasher for kitchen	5335 · Office Expense	947.98
Credit Card Charge	11/01/2022	Mosyle Business	Premium license for the Board	5465 · Computer Software	31.25
Credit Card Charge	11/01/2022	Misc- Ops	Economy smog - two fleet vehicles smog	5615 · Garage Repairs Outside	73.50
Credit Card Charge	11/01/2022	Home Depot	Materials for field boxes and GAT traps	5805 · Disease Surveillance	71.23
Credit Card Charge	11/01/2022	Marriott	The Visalia Marriott Hotel - Angie Nakano MVCAC fall meeting	5215 · Conferences / Workshops Staff	176.91
Credit Card Charge	11/02/2022	Misc-Lab	WidgetCo - Replacement hooks for GAT traps	5845 · Lab PCR Supplies	25.50
Credit Card Charge	11/02/2022	Safeway Store	Cookies and drinks for real estate comm meeting	5305 · Board Meeting Expenses	18.79
Credit Card Charge	11/03/2022	Talos Drones	Argas T20 2nd spray tank, extra remote batteries, and acc parts	5630 · Ops Equipment & Repairs	643.59
Credit Card Charge	11/04/2022	Hilton	Hilton garden inn irvine - hotel for Devon rodent academy conf.	5215 · Conferences / Workshops Staff	396.72
Credit Card Charge	11/04/2022	Eppendorf North America, Inc	PCR supplies	5845 · Lab PCR Supplies	392.46
Credit Card Charge	11/08/2022	Home Depot	Sprayer plumbing parts and fittings for drone nurse tank skid	5630 · Ops Equipment & Repairs	202.18
Credit Card Charge	11/09/2022	Misc- Ops	PWmall.com - drone nurse skid pump parts	5630 · Ops Equipment & Repairs	45.57
Credit Card Charge	11/09/2022	Misc-Lab	iDu Optics LabCam - microscope mount for iPhone 13	5825 · Lab Supplies	289.00
Credit Card Charge	11/09/2022	Intuit	Voucher checks and envelopes	5335 · Office Expense	539.44
Credit Card Charge	11/09/2022	Misc- Ops	Qspray.com - spray hose for drone nurse tank and CB jeep pump switches	5630 · Ops Equipment & Repairs	356.14
Credit Card Charge	11/09/2022	Safeway Store	Cookies and drinks for November board meeting	5305 · Board Meeting Expenses	41.92
Credit Card Charge	11/09/2022	Misc- Ops	Economy smog - four fleet vehicle smog	5615 · Garage Repairs Outside	147.00
Credit Card Charge	11/10/2022	Harbor Freight	Cooling system test and refill tool for shop	5610 · Garage Tools	94.68

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

<b>Nov 2022</b>
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**November 2022**

<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Split</b>	<b>Amount</b>
Credit Card Charge	11/11/2022	Argo Adventure	Parts to fix sticky throttle on camo argo	5620 · Auto, Hotsy, Plug, Boat, Traile	146.48
Credit Card Charge	11/14/2022	Misc- Ops	Play it Koi - parts for fish room tank filter	5730 · Mosquito Fish	219.96
Credit Card Charge	11/14/2022	MVCAC	MVCAC conf. reg. for Trustee Rena Gilligan	5210 · Conferences / Workshops Board	450.00
Credit Card Charge	11/14/2022	Alaska Air	Flight for Casey Stevenson for MVCAC conf.	5215 · Conferences / Workshops Staff	197.20
Credit Card Charge	11/16/2022	Misc-Lab	Caron - maintenance kits for lab equipment	5840 · Lab Equip. Maintenance	539.49
Credit Card Charge	11/17/2022	Lowe's	3 in 1 ladder for drone trailer	5630 · Ops Equipment & Repairs	196.68
Credit Card Charge	11/17/2022	Misc-Admin	Fairmont Waterfront-hotel reserv for Tara Roth Entomological Society conf.	5215 · Conferences / Workshops Staff	746.09
Total 1050 · US Bank Visa Admin x5992					<u>9,998.51</u>
<b>TOTAL 1040 · US Bank Purchase Card</b>					<b><u><u>12,352.57</u></u></b>



P.O. BOX 6343  
FARGO ND 58125-6343



000001562 01 SP 0.570 106481603146711 P  
SMCMVCD  
ATTN DISTRICT MANAGER  
1351 ROLLINS RD  
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 11-22-2022  
AMOUNT DUE \$22,522.59  
NEW BALANCE \$22,522.59  
PAYMENT DUE ON RECEIPT

Nov  
2022

AMOUNT ENCLOSED  
\$ 12,352.57

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

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

[REDACTED] 002252259 002252259

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD 4246 0445 5564 6391	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	New Balance	
Company Total	\$21,212.31	\$12,352.57	\$0.00	\$0.00	\$0.00	\$0.00	\$11,042.29	\$22,522.59	

CORPORATE ACCOUNT ACTIVITY					
SMCMAD [REDACTED]					TOTAL CORPORATE ACTIVITY
					\$11,042.29 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-28	10-27	74798262301000000000524	PAYMENT - THANK YOU 00000 C	11,042.29 PY	

NEW ACTIVITY					
SMCMVCD ADMIN [REDACTED]		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$9,998.51	\$0.00	\$9,998.51
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-26	10-24	24943002298894298008031	DLR RESORT RES CRO 7147814669 CA 147107907147814669 ARRIVAL: 01-28-23	314.73	
10-26	10-24	24943002298894298008031	DLR RESORT RES CRO 7147814669 CA 147108187147814669 ARRIVAL: 01-28-23	314.73	

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 11/22/22		DISPUTED AMOUNT .00	PREVIOUS BALANCE
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335		AMOUNT DUE  22,522.59	PURCHASES & OTHER CHARGES	12,352.57
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	11,042.29
			ACCOUNT BALANCE	22,522.59



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 11-22-2022

Nov  
2022

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-26	10-24	24943002298894298008031	DLR RESORT RES CRO 7147814669 CA 147108267147814669 ARRIVAL: 01-28-23	314.73
10-27	10-26	24431062300091535000017	DAVIES APPLIANCE 650-381-9098 CA	947.98
10-28	10-27	24435652300069178544206	VWR INTERNATIONAL INC 800-932-5000 PA	288.17
10-28	10-27	24943002300200212107386	RITE AID - ECOM 800-748-3243 PA	32.92
10-31	10-27	24323042301044900211679	CRESO EQUIPMENT RENTALS BURLINGAME CA	37.27
10-31	10-28	24943002302898002119103	COSTCO WHSE #0147 FOSTER CITY CA	443.49
11-02	11-01	24431062306091530000065	DAVIES APPLIANCE 650-381-9098 CA	947.98
11-02	11-01	24492162305000057098902	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	31.26
11-03	11-02	24492152306852846708146	WIDGETCO COM 800-877-9270 TX	25.50
11-03	11-01	24755422306263061767438	ECONOMY SMOG CHECK LLC BURLINGAME CA	36.75
11-03	11-01	24755422306263061767446	ECONOMY SMOG CHECK LLC BURLINGAME CA	36.75
11-03	11-01	24943012306010190029467	THE HOME DEPOT #0632 SAN MATEO CA	71.23
11-04	11-03	24011342308000002937326	SP TALOS DRONES HTTPSTALOSDRO CA	643.59
11-04	11-02	24231682307837001603373	SAFEMART #0894 SAN MATEO CA	18.79
11-04	11-01	24692162307109485326284	MARRIOTT VISALIA CONV VISALIA CA M30827 ARRIVAL: 11-01-22	176.91
11-07	11-04	24801972309036001012791	HILTON GARDEN INN LAKE F LAKE FOREST CA 205424 ARRIVAL: 11-01-22	396.72
11-10	11-09	24121572313610059467597	EPENDORF NORTH AMERIC 800-8453050 NY	392.46
11-10	11-10	24231682314083223426944	HARBOR FREIGHT TOOLS 805-388-1000 CA	94.68
11-10	11-09	244921523138521423337286	PWMALL COM 630-271-1058 IL	45.57
11-10	11-09	24492162313000029473316	SP IDU LABCAM HTTPSIDULABCA NY	289.00
11-10	11-09	24692162313103742319564	INTUIT *CHECKS / FORMS CL.INTUIT.COM CA	417.44
11-10	11-08	24692162313103802420039	THE HOME DEPOT 632 SAN MATEO CA	202.18
11-10	11-09	24692162313104020684349	INTUIT *CHECKS / FORMS CL.INTUIT.COM CA	122.00
11-10	11-09	249064123131160240626263	BLT*WWW.QSPRAY.COM 602-3711993 AZ	356.14
11-11	11-09	24231682314837001356437	SAFEMART #2878 MILLBRAE CA	41.92
11-11	11-09	24755422314173143496973	ECONOMY SMOG CHECK LLC BURLINGAME CA	36.75
11-11	11-09	24755422314173143496999	ECONOMY SMOG CHECK LLC BURLINGAME CA	36.75
11-11	11-09	24755422314173143497047	ECONOMY SMOG CHECK LLC BURLINGAME CA	36.75
11-11	11-09	24755422314173143497054	ECONOMY SMOG CHECK LLC BURLINGAME CA	36.75
11-14	11-11	24780622316470000255138	ARGO ADVENTURE 605-7752917 SD	146.48
11-14	11-10	24943002315894315008039	DLR RESORT RES CRO 7147814669 CA 00315008037147814669 ARRIVAL: 11-10-22	314.73
11-15	11-14	24492162318000034489773	SP PLAY IT KOI PLAYITKOILLC WA	219.96
11-16	11-14	24426292319018021302630	MOSQUITO & VECTOR CONTROL 816-440-0826 CA	450.00
11-16	11-14	24431062319036171686834	ALASKA AIR 0272317168683 SEATTLE WA STEVENSON/CASEY 01-29-23	197.20
11-16	11-16	24692162320108707098245	SFO AS X SNA AS X SFO	539.49
11-18	11-17	24692162321100029683167	CARON PRODUCTS & SERVI 740-374-2770 OH	196.68
11-21	11-17	74064492322820106236689	LOWES #01019* SAN BRUNO CA FAIRMONT WATERFRONT VANCOUVER BC (FOREIGN CURRENCY) 982.32 CAD 11/19 (RATE) 1.3166	746.09

<b>BRIAN WEBER</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$2,354.06	\$0.00	\$2,354.06

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-03	11-01	24707802306030043804957	AMERICAN MOSQUITO CONTROL 888-626-0630 CA	485.00
11-03	11-01	24707802306030043804965	AMERICAN MOSQUITO CONTROL 888-626-0630 CA	575.00
11-03	11-01	24707802306030043804973	AMERICAN MOSQUITO CONTROL 888-626-0630 CA	485.00
11-04	11-02	24794872307900015991204	GRAND SIERRA ADV DEP RENO NV 448651300428 ARRIVAL: 02-27-23	141.25
11-04	11-02	24794872307900015991261	GRAND SIERRA ADV DEP RENO NV 448651300594 ARRIVAL: 02-27-23	141.25
11-04	11-02	24794872307900015991493	GRAND SIERRA ADV DEP RENO NV 448651301524 ARRIVAL: 02-27-23	141.25
11-09	11-08	24430992312400811014524	MSFT * E0100KTWWZ MSBILL.INFO WA	37.87



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 11-22-2022

Nov  
2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-09	11-07	24431062312036166319414	ALASKA AIR 0272316631941 SEATTLE WA WEBER/BRIAN 01-26-23	177.20
11-11	11-09	24692162314104459296762	SFO AS X SNA AS X SFO TST* BLUE LINE PIZZA - BU BURLINGAME CA	170.24

Department: 00000 Total:  
Division: 00000 Total:

\$12,352.57  
\$12,352.57



**Item 7B.2**

**Monthly Financial Report  
Month Ending October 31, 2022**

**Staff Recommendation:** Motion to recommend approval of the October 31, 2022, Financial Report.

**Statement of Revenues, Expenditures, and Change in Fund Balance**

Total revenues received from July 1 through October 2022 (YTD) were \$ 524.9 thousand; total expenditures YTD were \$ 2.1 million, and the change in fund balance was (\$ 1.6) million. The District had \$ 6.5 million in cash available in County Treasury.

	<b>General</b>	<b>Capital</b>	<b>Total</b>
	<b>Fund</b>	<b>Fund</b>	<b>Funds</b>
<b>Beginning Fund Balance 7/1/2022:</b>	\$ 8,001,587	\$ 749,944	\$ 8,751,531
Revenues/Resources	\$ 524,979	\$ 2,796	\$ 527,775
Due To (From) Funds	\$ (276,044)	\$ 276,044	\$ -
Expenditures	\$ 2,144,465	\$ 72,996	\$ 2,217,460
<b>Change in Fund Balance</b>	(1,895,530)	205,845	\$ (1,689,685)
<b>* Ending Fund Balance</b>	\$ 6,106,057	\$ 955,789	\$ 7,061,846

<b>* Components of Fund Balance:</b>			
<b>Nonspendable (Inventory)</b>	\$ 143,930.00	\$ -	\$ 143,930.00
<b>Assigned (Capital Improvements)</b>	-	955,789	955,789
<b>Public Health Emergency Fund</b>	800,000	-	800,000
<b>Natural Disaster Emergency Fund</b>	650,000	-	650,000
<b>Real Property Acquisiton Fund</b>	1,134,670	-	1,134,670
<b>Debt Service Repayment Fund</b>	1,000,000	-	1,000,000
<b>Unrestricted Fund Balance</b>	2,377,457	-	2,377,457
<b>Total</b>	\$ 6,106,057	\$ 955,789	\$ 7,061,846

**Budget Variances**

Revenues

Actual revenues received through October 31, 2022, were over budget by \$ 48,837 resulting from the receipt of a portion of excess ERAF in August 2022 as well as timing differences of other revenue sources.





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

*Protecting public health since 1916*

1351 Rollins Road  
Burlingame, CA 94010

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

[www.smcmvcd.org](http://www.smcmvcd.org)

**Expenditures**

Expenditures through October 2022, were under budget by \$ 471,330 primarily due to the timing of expenditures contained in the table below:

Administration	Under	\$37,776	78.8%	Timing of engineering, legal, stormwater, and audit expenditures.
Operations	Under	\$21,751	75.1%	Timing of pesticide purchases
Capital Improvements	Under	\$353,676	17.1%	Timing of Capital Project Expenditures

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 \$15,000.

**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](mailto:bweber@smcmvcd.org).

**Approval**

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





**Attachments:**

1. Statement of Financial Position/Balance Sheet
2. Statement of Revenues, Expenditures and Change in Fund Balance
3. Budget Variance Reports

Month

YTD

YTD compared with adopted budget

4. Accounts Receivable Aging Summary

On the October 2022 summary, accounts receivable outstanding greater than 90 days total is \$ 89,327 primarily consisting of amounts due from San Francisco International Airport (\$1,020), City of San Francisco Parks Department (\$15,365), California Invasive Plant Council (\$ 6,861) and Dewey Pest Control (\$ 66,080). As of November 2022, payments have been received from the City of San Francisco Parks Dept. and S.F. International Airport. Staff is presently contacting all other agencies to expedite collection.

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 22194 to 22251. Last month's check number ended at 22193. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In October 2022, 58 checks written from the General Fund totaled \$ 157,727.92 In addition, the District wrote 2 check from the Capital Fund totaling \$ 13,525.96 (check numbers 1093 and 1094).

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.

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San Mateo County Mosquito & Vector Control District  
Balance Sheet  
As of Oct 31, 2022

	Total Oct 31, 22	General Fund	Capital Fund
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Cash-County Treasury-GF x2706	5,578,150	5,578,150	
1015 · Checking -Union Bank - GF x9757	(37,908)	(37,908)	
1020 · Cash-County Treasury-CPF x2705	955,248		955,248
1025 · Checking -Union Bank - CPF x6913	-		-
1016 · County Funds - FMV	(259,382)	(259,923)	541
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	110,184	110,184	
<b>Total Checking/Savings</b>	<b>6,346,693</b>	<b>5,390,904</b>	<b>955,789</b>
<b>Accounts Receivable</b>			
1100 · Accounts Receivable	166,333	166,333	
1105 · Interest Receivable	-	-	-
<b>Total Accounts Receivable</b>	<b>166,333</b>	<b>166,333</b>	<b>-</b>
<b>Other Current Assets</b>			
1220 · VCJPA-Member Contingency Fund	463,221	463,221	
1230 · Pesticide Inventory	176,476	176,476	
<b>Total Other Current Assets</b>	<b>639,697</b>	<b>639,697</b>	<b>-</b>
<b>Total Current Assets</b>	<b>7,152,723</b>	<b>6,196,934</b>	<b>955,789</b>
<b>TOTAL ASSETS</b>	<b>7,152,723</b>	<b>6,196,934</b>	<b>955,789</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	90,877	90,877	-
<b>Total Accounts Payable</b>	<b>90,877</b>	<b>90,877</b>	<b>-</b>
<b>Credit Cards</b>			
1040 · US Bank Purchase Card	-	-	
<b>Total Credit Cards</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Current Liabilities</b>			
2200 · Accrued Wages	-	-	
<b>Total Other Current Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Current Liabilities</b>	<b>90,877</b>	<b>90,877</b>	<b>-</b>
<b>Total Liabilities</b>	<b>90,877</b>	<b>90,877</b>	<b>-</b>
<b>Fund Balance</b>			
Beginning Fund Balance, 7/1/2022	8,751,531	8,001,587	749,944
Due To (From) Funds	-	(276,044)	276,044
Revenues Over Expenditures	(1,689,685)	(1,619,486)	(70,199)
<b>Ending Fund Balance *</b>	<b>7,061,846</b>	<b>6,106,057</b>	<b>955,789</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>7,152,723</b>	<b>6,196,934</b>	<b>955,789</b>
<b>* COMPONENTS OF ENDING FUND BALANCE</b>			
Nonspendable (Inventory)	143,930	143,930	-
Assigned (Capital Improvements)	955,789	-	955,789
Public Health Emergency Fund	800,000	800,000	-
Natural Disaster Emergency Fund	650,000	650,000	-
Real Property Acquisiton Fund	1,134,670	1,134,670	-
Debt Service Repayment Fund	1,000,000	1,000,000	-
Unrestricted Fund Balance (Includes Working Capital)	2,377,457	2,377,457	-
<b>Total Fund Balance</b>	<b>7,061,846</b>	<b>6,106,057</b>	<b>955,789</b>

Statement of Revenues, Expenditures Budget vs. Actual  
July 2022 through June 2023

Month of Report:

Oct, 2022

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	2,452,750	127,242	(2,325,508)	5.2%	120,068	7,174	106.0%	25,067	19,274	(5,793)	76.9%
Total 4100 · PROPERTY TAX REVENUES	3,197,480	114,433	(3,083,047)	3.6%	187,470	(73,037)	61.0%	65,371	103,089	37,718	157.7%
Total 4200 · OTHER TAX REVENUES	841,578	272,290	(569,288)	32.4%	119,341	152,949	228.2%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	187,848	11,014	(176,834)	5.9%	49,263	(38,249)	22.4%	18,013	22,607	4,594	125.5%

Total Revenues

	6,679,656	524,979	(6,154,677)	7.9%	476,142	48,837	110.3%	108,451	144,971	36,520	133.7%
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Expenditures

Total 5000 · SALARIES & WAGES	3,031,167	946,953	2,084,214	31.2%	960,306	(13,353)	98.6%	232,640	241,657	9,017	103.9%
Total 5100 · EMPLOYEE BENEFITS	887,416	393,461	493,955	44.3%	392,592	869	100.2%	61,853	64,079	2,226	103.6%
Total 5200 · TRAINING - BOARD & STAFF	87,973	19,900	68,073	22.6%	23,626	(3,726)	84.2%	559	2,420	1,861	433.0%
Total 5300 · ADMINISTRATION	593,988	140,708	453,280	23.7%	178,484	(37,776)	78.8%	29,150	30,530	1,380	104.7%
Total 5400 · INSURANCE	143,254	138,306	4,948	96.5%	143,254	(4,948)	96.5%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	70,365	12,428	57,937	17.7%	12,151	277	102.3%	3,036	744	(2,292)	24.5%
Total 5500 · FACILITIES MAINTENANCE	51,547	12,978	38,569	25.2%	17,179	(4,201)	75.5%	4,296	1,991	(2,305)	46.4%
Total 5550 · UTILITIES	77,617	20,728	56,889	26.7%	25,865	(5,137)	80.1%	6,469	6,215	(254)	96.1%
Total 5600 · FLEET MAINTENANCE	59,891	23,176	36,715	38.7%	19,963	3,213	116.1%	4,991	3,976	(1,015)	79.7%
Total 5700 · OPERATIONS	262,067	65,604	196,463	25.0%	87,355	(21,751)	75.1%	21,839	9,847	(11,992)	45.1%
Total 5800 · LABORATORY	85,668	20,549	65,119	24.0%	29,404	(8,855)	69.9%	7,033	5,534	(1,499)	78.7%
Total 5900 · PUBLIC OUTREACH	125,820	31,579	94,241	25.1%	41,940	(10,361)	75.3%	10,485	12,528	2,043	119.5%
Total 6500 · DEBT SERVICE	330,000	318,094	11,906	96.4%	330,000	11,906	96.4%	-	-	-	0.0%

Total Expenditures

	5,806,773	2,144,465	(3,662,308)	36.9%	2,262,119	(117,654)	94.8%	382,351	379,521	(2,830)	99.3%
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General Fund Net Revenues Over Expenditures

	872,883	(1,619,486)	(2,492,369)		(1,785,977)	166,491		(273,900)	(234,551)	39,349	
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CAPITAL IMPROVEMENT FUND:

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	2,796	(2,796)	0.0%	-	2,796	0.0%	-	2,796	2,796	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	2,007,554	72,996	1,934,558	3.6%	426,672	(353,676)	17.1%	354,166	13,552	(340,614)	3.8%

Capital Improvement Fund Net Revenue Over Expenditures

	(2,007,554)	(70,199)	1,937,355		(426,672)	356,473		(354,166)	(10,756)	343,410	
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**San Mateo County Mosquito & Vector Control District**  
**A/R Aging Summary**  
As of October 31, 2022

10/31/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
California Invasive Plant Council	2,467.60	0.00	14,174.43	7,912.81	6,861.40	31,416.24
City of Foster City	5,438.17	0.00	5,883.18	0.00	0.00	11,321.35
City of Pacifica Public Works Wastewater	70.43	0.00	156.16	0.00	0.00	226.59
City of Redwood City, Public Works	4,596.91	0.00	3,914.58	3,671.74	0.00	12,183.23
City of San Francisco, Parks	5,627.78	0.00	5,856.27	6,594.63	15,365.03	33,443.71
City of San Francisco, Public Utilities	124.95	0.00	193.68	0.00	0.00	318.63
City of San Mateo, Wastewater Treatment	170.78	0.00	256.17	0.00	0.00	426.95
City of South San Francisco Water Quality	168.06	0.00	166.36	0.00	0.00	334.42
Dewey Pest Control	0.00	0.00	0.00	0.00	66,080.00	66,080.00
San Francisco Int'l Airport	0.00	0.00	0.00	0.00	1,020.29	1,020.29
Sewer Authority Mid-Coastside	78.08	0.00	234.24	0.00	0.00	312.32
Silicon Valley Clean Water	531.23	0.00	327.80	0.00	0.00	859.03
Stanford University - Jasper Ridge	0.00	0.00	4,187.25	4,203.41	0.00	8,390.66
<b>TOTAL</b>	<b><u>19,273.99</u></b>	<b><u>0.00</u></b>	<b><u>35,350.12</u></b>	<b><u>22,382.59</u></b>	<b><u>89,326.72</u></b>	<b><u>166,333.42</u></b>

**San Mateo County Mosquito & Vector Control District**  
**A/R Aging Summary**  
As of November 22, 2022

11/22/2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
California Invasive Plant Council	0.00	2,467.60	14,174.43	7,912.81	6,861.40	31,416.24
City of Foster City	0.00	5,438.17	0.00	0.00	0.00	5,438.17
City of Pacifica Public Works Wastewater	0.00	70.43	0.00	0.00	0.00	70.43
City of Redwood City, Public Works	0.00	4,596.91	3,914.58	0.00	0.00	8,511.49
City of San Francisco, Parks	0.00	5,627.78	0.00	0.00	0.00	5,627.78
City of San Francisco, Public Utilities	0.00	124.95	0.00	0.00	0.00	124.95
City of San Mateo, Wastewater Treatment	0.00	170.78	0.00	0.00	0.00	170.78
Dewey Pest Control	0.00	0.00	0.00	0.00	66,080.00	66,080.00
Silicon Valley Clean Water	0.00	531.23	0.00	0.00	0.00	531.23
Stanford University - Jasper Ridge	0.00	0.00	4,187.25	4,203.41	0.00	8,390.66
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>19,027.85</u></b>	<b><u>22,276.26</u></b>	<b><u>12,116.22</u></b>	<b><u>72,941.40</u></b>	<b><u>126,361.73</u></b>

**San Mateo County Mosquito and Vector Control District**  
**Cash Activity & Reconciliation to County Statement**  
**General Fund**  
**October 31, 2022**

<b>GF-Oct 2022</b>
------------------------

**Beginning Cash per District as of Sep 30, 2022** 5,765,946

<b>Reductions</b>	
Payroll Related (ADP)	(211,771)
Checks Written	(157,728)
Bank Fee	(71)
Transfer-Out to Capital Fund	-
<b>Total Reductions</b>	(369,570)

<b>Additions</b>	
Quarterly Interest	22,522
Abatement Services	18,169
Property Tax Revenue	103,089
ERAF Rebate	-
RDA/RPTTF	-
Special Benefit Assessment	-
Special Mosquito Tax	-
Deposit not yet reflected in Cnty Stmt	(7,974)
Misc Deposits	85
<b>Total Additions</b>	135,892

**Ending Cash per District as of Oct 31, 2022** 5,532,269

**Cash per County General Fund Statement** 5,532,269

Difference -

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 10/01/22	7,869,757.84	2,103,811.47	5,765,946.37
	10/01/22	RJ15INTA	AutoID: JXG011C2 Job: 15754 JE	22,522.49	0.00	5,788,468.86
	10/12/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	9,346.85	0.00	5,797,815.71
	10/19/22	JE527641	AutoID: JHCO19B2 Job: 15782 JE	0.00	70.97	5,797,744.74
	10/26/22	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	933.50	0.00	5,798,678.24
	10/31/22	RJ20312	AutoID: ITX031A2 Job: 15782 JE	531.23	0.00	5,799,209.47
	10/31/22	UCC0312	AutoID: ITX031G2 Job: 15798 JE	97,956.21	0.00	5,897,165.68
	10/31/22	UCPO312	AutoID: ITX031L2 Job: 15798 JE	1,171.18	0.00	5,898,336.86
	10/31/22	SPS0312	AutoID: ITX031J2 Job: 15801 JE	3,430.77	0.00	5,901,767.63
	10/31/22	JE528221	AutoID: JRVN01E2 Job: 15804 JE	0.00	369,498.72	5,532,268.91
		DR	<b>* SUB ACCT Total *</b>	8,005,650.07*	2,473,381.16*	<b>5,532,268.91*</b>

**San Mateo County Mosquito and Vector Control District**  
**Cash Activity & Reconciliation to County Statement**  
**Capital Project Fund**  
**October 31, 2022**

<b>CPF-Oct</b> <b>2022</b>
-------------------------------

<b>Beginning Cash per District as of Sep 30, 2022</b>	966,004
<b>Reductions</b>	
Checks Written	(13,526)
Bank Fee	(26)
Transfer-Out to General Fund	-
<b>Total Reductions</b>	<u>(13,552)</u>
<b>Additions</b>	
Quarterly Interest	2,796
Transfer-In from General Fund	-
<b>Total Additions</b>	<u>2,796</u>
<b>Ending Cash per District as of Oct 31, 2022</b>	<u><u>955,248</u></u>
<b>Cash per County Capital Project Fund Statement</b>	955,248
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]      10/01/2022-10/31/2022      Page 1  
WED, NOV 09, 2022, 3:08 PM --req: VALENCIR--leg: GL JL--loc: CONTROL---job:15822157 J3392---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 10/01/22	1,025,447.85	59,443.39	966,004.46
	10/01/22	RJ15INTA	AutoID: JXGO11C2 Job: 15754 JE	2,796.05	0.00	968,800.51
	10/19/22	JE527641	AutoID: JHCO19B2 Job: 15782 JE	0.00	26.17	968,774.34
	10/31/22	JE528221	AutoID: JRVN01E2 Job: 15804 JE	0.00	13,525.96	955,248.38
		DR	<b>* SUB ACCT Total *</b>	1,028,243.90*	72,995.52*	<b>955,248.38*</b>

**San Mateo County Mosquito and Vector Control District**  
**ADP Payroll Disbursement**  
 October 31, 2022

<b>Oct 2022</b>
---------------------

	<u>October 14, 2022</u>	<u>October 28, 2022</u>	Footnotes:
<b>Payroll ACH Disbursement (including Net Pay &amp; Taxes )</b>			
Total Net Pay	78,030	79,612	
Federal W/H Tax	14,444	14,667	
Social Security Tax	1,351	1,450	A
Medicare	3,447	3,512	
CA W/H Tax	6,016	6,103	
CA SUI/DI	1,142	1,259	
<b>Total</b>	<b>104,430</b>	<b>106,603</b>	
<b>ADP Process Fee PPE 9/10 &amp; 9/24</b>	<b>259</b>	<b>319</b>	
<b>ADP Time &amp; Attend Processing Chrg</b>	<b>159</b>	<b>-</b>	
<b>Total amount for the period</b>	<b><u>104,849</u></b>	<b><u>106,922</u></b>	
<b>Total amount for the month:</b>		<b><u>211,771</u></b>	

**Footnotes:**

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



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

October 2022

<b>GF-Oct 2022</b>
------------------------

Num	Date	Name	Memo	Account	Original Amount
22194	10/06/2022	Charles P. Hansen	Retiree Health Insurance Reimb-Oct '22	1015 · Checking -Union Bank - GF x9757	-553.03
10012022	10/01/2022		Retiree Health Insurance Reimb-Oct '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
22195	10/06/2022	Dennis J Jewell	Retiree Health Insurance Reimb-Oct '22	1015 · Checking -Union Bank - GF x9757	-553.03
10012022	10/01/2022		Retiree Health Insurance Reimb-Oct '22	5160 · Retirees - HRA & Medical Reimb	553.03
TOTAL					553.03
22196	10/06/2022	San Mateo County Retirement Assoc. SM M.A.D.		1015 · Checking -Union Bank - GF x9757	-20,736.96
09242022	09/24/2022		Employee Contribution Pay Period 09/11/2022-09/24/2022	5115 · Retirement - Employee Contribut	8,901.08
			Employer Contribution Pay Period 09/11/2022-09/24/2022	5110 · Retirement - Employer Contribut	11,835.88
TOTAL					20,736.96
22197	10/06/2022	U.S. Bank PARS Account # 674602240 Agency Name: San Mateo County Mosquito & Vector Control District		1015 · Checking -Union Bank - GF x9757	-572.18
6746022400-PP9-24	09/24/2022		Alternate Retirement System for Richard Arrow PPE 09/24/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
22198	10/06/2022	Aim To Please Janitorial Services	Invoice #53 - Sep 2022	1015 · Checking -Union Bank - GF x9757	-1,525.00
53	09/30/2022		1351 Rollins Janitorial Services-Sep 2022	5340 · Janitorial/Household Expense	1,200.00
			1415 N Carolan Janitorial Services	5340 · Janitorial/Household Expense	325.00
TOTAL					1,525.00
22199	10/06/2022	Airgas Dry Ice	4317638	1015 · Checking -Union Bank - GF x9757	-345.93
9130261496	09/20/2022		Dry Ice (300 lbs)	5820 · Dry Ice	345.93
TOTAL					345.93
22200	10/06/2022	Alpine Helicopter Service Inc		1015 · Checking -Union Bank - GF x9757	-5,760.00
22-366	09/16/2022		Searsville - Spheratax SPH (50G)	5715 · Helicopter	2,625.00



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

**October 2022**

<b>GF-Oct 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
22-365	09/16/2022		Sharp Park - Vectomax FG Biological Larvicide Fine Granule	5715 · Helicopter	3,135.00
TOTAL					5,760.00
<b>22201</b>	<b>10/06/2022</b>	<b>Amazon Capital Services</b>	<b>Account # ARX6UTA334C06</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,685.16</b>
11PJ-WFCG-LJR3	09/30/2022		Books, magnets and outreach materials	5910 · Media and Network	402.71
			Monitors, USB and cables	5460 · Computer Hardware	340.89
			Impact, light, jack & straps	5610 · Garage Tools	347.62
			Fleet maint. parts & supplies/Drone acces	5620 · Auto, Hotsy, Plug, Boat, Traile	305.89
			Drone trailer build out	5630 · Ops Equipment & Repairs	607.14
			Silicone, filters & treatments	5730 · Mosquito Fish	193.30
			Laptop stand & tyvek pants	5825 · Lab Supplies	487.61
TOTAL					2,685.16
<b>22202</b>	<b>10/06/2022</b>	<b>American Fidelity Assurance Compan</b>	<b>Payor: 56840</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,553.82</b>
6062482	10/04/2022		Flexible Spending Account (Employee Contrib)	5170 · Actives - Other Benefits	1,553.82
TOTAL					1,553.82
<b>22203</b>	<b>10/06/2022</b>	<b>Bubba's Fire Extinguisher Co. -D. Per</b>	<b>Inv #8327</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-315.00</b>
8327	09/23/2022		Fire Extinguisher Service (21) at 1415 N Carolan	5505 · Facility - Repairs & Maint	315.00
TOTAL					315.00
<b>22204</b>	<b>10/06/2022</b>	<b>Bulletin Brands Inc</b>	<b>Invoice #14159</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,866.10</b>
14159	08/30/2022		District logo gift bags for public promo events	5910 · Media and Network	2,866.10
TOTAL					2,866.10
<b>22205</b>	<b>10/06/2022</b>	<b>CA Society Municipal Officers</b>	<b>Invoice #200014309 (Richard Arrow)</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-470.00</b>
200014309-Conf	10/03/2022		Full Government Registration-Richard Arrow	5215 · Conferences / Workshops Staff	470.00
TOTAL					470.00
<b>22206</b>	<b>10/06/2022</b>	<b>Cintas Corporation #464</b>	<b>Payer #15914933</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-802.54</b>

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

October 2022

<b>GF-Oct 2022</b>
------------------------

Num	Date	Name	Memo	Account	Original Amount
15914933 Sep-2022	09/30/2022		Uniform Services 09/07/22 Inv #4130532556	5725 · Apparel - Uniforms & Boots	337.45
			Uniform Services 09/14/22 Inv #4131417083	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 09/21/22 Inv #4131983374	5725 · Apparel - Uniforms & Boots	155.03
			Uniform Services 09/28/22 Inv #4132889012	5725 · Apparel - Uniforms & Boots	155.03
TOTAL					802.54
<b>22207</b>	<b>10/06/2022</b>	<b>Colorprint</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-400.68</b>
31414	09/15/2022		Repellent Rack Cards-Spanish (Qty: 500)	5920 · Promotion & Printing	172.25
31466	09/20/2022		Business cards for Walter Bruj (Vector Ctrl Tech)	5335 · Office Expense	135.11
31529	09/22/2022		Backyard postcards (Qty: 100)	5920 · Promotion & Printing	93.32
TOTAL					400.68
<b>22208</b>	<b>10/06/2022</b>	<b>Comcast</b>	<b>A/C #8155200280283815</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-164.33</b>
8155200280283815	10/03/2022		Business Internet 10/08/22-11/07/22 (1351 Rollins)	5575 · Phone - Land Line-AT&T/Comcast	164.33
TOTAL					164.33
<b>22209</b>	<b>10/06/2022</b>	<b>Department of Pesticide Regulation</b>	<b>Application/License #163103</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-45.00</b>
163103	09/14/2022		Vector Control Technician Fee for Casey Stevenson	5205 · Coastal Regional Continuing Ed.	45.00
TOTAL					45.00
<b>22210</b>	<b>10/06/2022</b>	<b>Eco Medical Inc.</b>	<b>Invoice #14478</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-51.45</b>
14478	09/30/2022		Medical Waste Service - Sep 2022	5830 · Lab Biowaste Disposal	49.00
			Temporary Fuel Charge 5%	5830 · Lab Biowaste Disposal	2.45
TOTAL					51.45
<b>22211</b>	<b>10/06/2022</b>	<b>Eppendorf North America, Inc.</b>	<b>Customer #4100002587</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-472.48</b>
4001250706	09/29/2022		10ul variable pipettor	5825 · Lab Supplies	472.48
TOTAL					472.48
<b>22212</b>	<b>10/06/2022</b>	<b>Home Depot</b>	<b>A/C #6035-3225-3190-9392</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-14.22</b>

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

<b>GF-Oct 2022</b>
------------------------

**October 2022**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
6035322531909392	09/21/2022		Gorilla patch & seal black 4x10	5505 · Facility - Repairs & Maint	14.22
TOTAL					14.22
<b>22213</b>	<b>10/06/2022</b>	<b>Matthew Nienhuis</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-319.00</b>
MISAC Conf 10-2-2:	10/02/2022		Parking Fees at MISAC Conference 10/2/2022	5215 · Conferences / Workshops Staff	60.00
Misac Conf 10-02-2:	10/02/2022		Per Diem to MISAC Conf 10/2-10/5/2022	5215 · Conferences / Workshops Staff	259.00
TOTAL					319.00
<b>22214</b>	<b>10/06/2022</b>	<b>MidAmerica Admin &amp; Retirement Solu</b>	<b>Cust ID: SANMA002 (Admin Fees Jul-Sep '22)</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-672.00</b>
HRA-Admin-Jul-Sep	09/30/2022		Admin Fees for Actives HRA Jul-22 thru Sep-22	5130 · Actives - HRA Health Reimb Acct	528.00
			Admin Fees for Retirees HRA Jul-22 thru Sep-22	5160 · Retirees - HRA & Medical Reimb	144.00
TOTAL					672.00
<b>22215</b>	<b>10/06/2022</b>	<b>Napa Auto Parts</b>	<b>A/C #5644</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-183.49</b>
143735	09/30/2022		Drone trailer battery	5620 · Auto, Hotsy, Plug, Boat, Traile	183.49
TOTAL					183.49
<b>22216</b>	<b>10/06/2022</b>	<b>O'Reilly Automotive, Inc.</b>	<b>Customer #1275593</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-64.73</b>
2581-435915	09/28/2022		CB Jeep Brake Hardware	5620 · Auto, Hotsy, Plug, Boat, Traile	64.73
TOTAL					64.73
<b>22217</b>	<b>10/06/2022</b>	<b>Quench USA, Inc.</b>	<b>A/C #D322868</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-205.00</b>
INV04364032	10/01/2022		Water Dispenser Rental - Oct 2022	5335 · Office Expense	205.00
TOTAL					205.00
<b>22218</b>	<b>10/06/2022</b>	<b>Rachel Curtis</b>	<b>Reimb purchases</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-95.25</b>
ReimbExp-Jul-Sep'2	09/27/2022		Reimb outreach supply purchases 7/27-9/26/22	5910 · Media and Network	95.25
TOTAL					95.25
<b>22219</b>	<b>10/06/2022</b>	<b>Spark Creative Design</b>	<b>Inv #2661</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-950.00</b>

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

October 2022

<b>GF-Oct 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2661	10/03/2022		Various design and edits for outreach of District services.	5920 · Promotion & Printing	950.00
TOTAL					950.00
<b>22220</b>	<b>10/06/2022</b>	<b>Standard Insurance Company</b>	<b>142979</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,310.13</b>
142979-0001 Sep22	09/19/2022		Long term disability due 10/01/2022	5165 · Long Term Disability - Standard	1,310.13
TOTAL					1,310.13
<b>22221</b>	<b>10/06/2022</b>	<b>Streamline</b>	<b>Invoice No: 112D6F75-0019</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-370.00</b>
112D6F75-0020	10/01/2022		Streamline Web 10/1/2022-11/1/2022	5475 · Website Hosting / Microsoft	370.00
TOTAL					370.00
<b>22222</b>	<b>10/06/2022</b>	<b>Vector-Borne Disease Account</b>	<b>San Mateo Co MVCD- 11/17/2022 Exam Fees</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-156.00</b>
SMCMVCD 11-17-2	09/23/2022		Exam Fees for Vanessa H Pacheco	5205 · Coastal Regional Continuing Ed.	78.00
			Exam Fees for Everst Barillas (Seasonal)	5205 · Coastal Regional Continuing Ed.	78.00
TOTAL					156.00
<b>22223</b>	<b>10/06/2022</b>	<b>Verizon</b>	<b>A/C #271667168-00001</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,661.81</b>
9916762713	09/26/2022		Services for period 08/27-09/26/22 (CalNet)	5580 · Phone - Mobile Devices-Verizon	1,661.81
TOTAL					1,661.81
<b>22224</b>	<b>10/20/2022</b>	<b>Great-West Life &amp; Annuity Co</b>	<b>Group No. 98368</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-6,278.85</b>
10/082022	10/08/2022		Employee Deferred Comp PPE 10/08/2022	5185 · Actives - Deferred Compensation	6,278.85
TOTAL					6,278.85
<b>22225</b>	<b>10/20/2022</b>	<b>San Mateo County Retirement Assoc. SM M.A.D.</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-21,541.30</b>
10082022	10/08/2022		Employee Contribution Pay Period 09/25/2022-10/08/2022	5115 · Retirement - Employee Contribut	9,303.45
			Employer Contribution Pay Period 09/25/2022-10/08/2022	5110 · Retirement - Employer Contribut	12,237.85
TOTAL					21,541.30

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

October 2022

<b>GF-Oct 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
22226	10/20/2022	U.S. Bank PARS Account # 674602240	Agency Name: San Mateo County Mosquito & Vector Control District PPE	1015 · Checking -Union Bank - GF x9757	-572.18
6746022400-PP10-1	10/08/2022		Alternate Retirement System for Richard Arrow PPE 10/08/2022	5116 · Alternate Retire-Employee Contr	572.18
TOTAL					572.18
22227	10/20/2022	Airgas Dry Ice	4317638	1015 · Checking -Union Bank - GF x9757	-691.90
9130753706	10/04/2022		Dry Ice (300 lbs)	5820 · Dry Ice	345.34
9130988326	10/12/2022		Dry Ice (300 lbs)	5820 · Dry Ice	346.56
TOTAL					691.90
22228	10/20/2022	American Fidelity Assurance	Payor: 56840	1015 · Checking -Union Bank - GF x9757	-457.98
D514065	10/19/2022		Life/Acc/Cancer EE Insurance for Oct-2022	5170 · Actives - Other Benefits	457.98
TOTAL					457.98
22229	10/20/2022	Black Mountain Properties, LLC	Acct. t0000505 San Mateo County-1323 Rollins Rd., Burlingame	1015 · Checking -Union Bank - GF x9757	-11,341.45
Nov Rent/CAM	10/19/2022		Nov-2022 Rent-1323 Rollins Rd., Burlingame,CA	5399 · Facility Lease	7,944.00
			Est CAM	5399 · Facility Lease	3,232.00
			PG&E Pro-rata Share	5399 · Facility Lease	165.45
TOTAL					11,341.45
22230	10/20/2022	California Special District Assoc	Membership ID: 253	1015 · Checking -Union Bank - GF x9757	-8,810.00
2023Membership	10/01/2022		CSDA 2023 Membership Dues	5330 · Memberships & Subscriptions	8,810.00
TOTAL					8,810.00
22231	10/20/2022	Cintas Corporation #0156	Customer #11322412	1015 · Checking -Union Bank - GF x9757	-86.12
5128458742	10/12/2022		First Aid-Kit refill (2)	5720 · Safety Equipment	86.12
TOTAL					86.12
22232	10/20/2022	Colorprint		1015 · Checking -Union Bank - GF x9757	-1,323.99
31655	10/05/2022		EPA Casper Map Laminated Poster (Qty: 5)	5920 · Promotion & Printing	380.54

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

October 2022

<b>GF-Oct 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
31397	10/05/2022		Mini Fly Swatter with District Logo (Qty: 1,000)	5920 · Promotion & Printing	943.45
TOTAL					1,323.99
<b>22233</b>	<b>10/20/2022</b>	<b>Comcast</b>	<b>A/C #8155200280658818</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-174.28</b>
8155200280658818	10/15/2022		Business Internet 10/20/22-11/19/22 (1415 N Carolan)	5575 · Phone - Land Line-AT&T/Comcast	174.28
TOTAL					174.28
<b>22234</b>	<b>10/20/2022</b>	<b>Costco</b>	<b>Member Number 000111863868313</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-120.00</b>
Renewal12/2022	10/13/2022		Costco Membership Renewal: Dec 2022	5330 · Memberships & Subscriptions	120.00
TOTAL					120.00
<b>22235</b>	<b>10/20/2022</b>	<b>FDAC EBA</b>	<b>51 - SMCMVCD Billing Period Nov-2022</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-31,193.36</b>
FDAC1122-SMCM	10/08/2022		Medical Insurance for Nov-2022	5125 · Actives - Medical Insurance	28,320.05
			Dental Insurance	5135 · Actives - Dental Insurance	2,353.47
			Vision	5145 · Actives - Vision Insurance	415.34
			Hartford Group Life	5150 · Group Life Insurance	104.50
TOTAL					31,193.36
<b>22236</b>	<b>10/20/2022</b>	<b>Flyers Energy, LLC</b>	<b>Account 700895</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-4,962.76</b>
CFS-3174556	09/30/2022		Fuels 09/16/2022-09/30/2022	5735 · Fuel	4,962.76
TOTAL					4,962.76
<b>22237</b>	<b>10/20/2022</b>	<b>Grainger</b>	<b>809934680</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,967.21</b>
7103770447	09/05/2022		Facility maint & repair supply	5505 · Facility - Repairs & Maint	381.87
			Garage tool	5610 · Garage Tools	10.18
			Ops field equipment supplies	5630 · Ops Equipment & Repairs	119.66
			Wasp killer sprays & BVA tank repair supply	5705 · Pesticides	298.43
			Field safety supp & Seismic cables to hold racks	5720 · Safety Equipment	262.03
7104400663	10/05/2022		Janitorial cleaning supplies	5340 · Janitorial/Household Expense	142.57
			Facility maint & repair supply	5505 · Facility - Repairs & Maint	23.99
			Ops field equipment supplies	5630 · Ops Equipment & Repairs	348.97

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

October 2022

<b>GF-Oct 2022</b>
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Num	Date	Name	Memo	Account	Original Amount
			Gas hose for BVA tank pump	5705 · Pesticides	75.51
			COVID-19 portable hepa air cleaner unit	5720 · Safety Equipment	794.94
			Safety ear muffs for techs	5720 · Safety Equipment	225.33
			Power cord for fish room	5730 · Mosquito Fish	18.35
			U-Block vests (Qty: 30)	5910 · Media and Network	265.38
TOTAL					<u>2,967.21</u>
<b>22238</b>	<b>10/20/2022</b>	<b>Jarvis Fay LLP</b>	<b>Invoice 16951</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,157.00</b>
16951	09/30/2022		Board Matters (4.4 hrs) - Legal Services thru Sep-2022	5350 · Legal Services	1,254.00
			Volunteer Waiver (3.4 hrs)	5350 · Legal Services	903.00
TOTAL					<u>2,157.00</u>
<b>22239</b>	<b>10/20/2022</b>	<b>Lampire Biological Laboratories, Inc.</b>	<b>A/C # SANMAT</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-316.00</b>
453180	10/04/2022		Chicken Blood (PO# 02076-1779)	5815 · Mosquito Blood	316.00
TOTAL					<u>316.00</u>
<b>22240</b>	<b>10/20/2022</b>	<b>Life Technologies Corporation</b>	<b>Invoice #82040114</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-2,437.59</b>
82040114	10/05/2022		PCR supplies restocking (P.O.#02706-1841)	5845 · Lab PCR Supplies	2,437.59
TOTAL					<u>2,437.59</u>
<b>22241</b>	<b>10/20/2022</b>	<b>Mary Ann Liebert, Inc.</b>	<b>Customer #1061903 Inv #13738</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-925.00</b>
13738	10/11/2022		Vector-Borne and Zoonotic Diseases Subscription 2023	5330 · Memberships & Subscriptions	925.00
TOTAL					<u>925.00</u>
<b>22242</b>	<b>10/20/2022</b>	<b>ODP Business Solutions, LLC</b>	<b>A/C #36568593</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-109.25</b>
23786544	10/03/2022		Office Supplies	5335 · Office Expense	109.25
TOTAL					<u>109.25</u>
<b>22243</b>	<b>10/20/2022</b>	<b>Pacific Office Automation</b>	<b>Customer #446374</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-271.14</b>
647922	10/05/2022		Maintenance for 1 Color & 2 Blk/Wht Copiers 10/02/22-11/02/22	5380 · Copier and postage	271.14

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

**October 2022**

<b>GF-Oct 2022</b>
------------------------

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					271.14
<b>22244</b>	<b>10/20/2022</b>	<b>PG&amp;E</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-1,870.85</b>
5594119880-0 Sep-	09/27/2022		PGE Elec & Gas for 1415 N Carolan 08/29/22-09/27/2022	5560 · Gas & Electricity - PG&E	598.09
5584709654-6 Sep2	09/27/2022		1351 Rollins Site 08/29/2022-09/27/2022	5560 · Gas & Electricity - PG&E	1,272.76
TOTAL					1,870.85
<b>22245</b>	<b>10/20/2022</b>	<b>Public Agency Retirement Services (P Customer #SAN400</b>		<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-312.12</b>
51629	10/06/2022		PARS Alternate Retirement System Fees PE 08/31/2022	5325 · HR & Finance Consultant	312.12
TOTAL					312.12
<b>22246</b>	<b>10/20/2022</b>	<b>Purchase Power</b>	<b>8000-9000-0074-1201</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-397.03</b>
17662438-Oct-22	10/14/2022		Postage refill and transaction fee	5380 · Copier and postage	208.99
			Equipment Service Agreement 11/1/2022-10/31/2023	5380 · Copier and postage	188.04
TOTAL					397.03
<b>22247</b>	<b>10/20/2022</b>	<b>Recology San Mateo County</b>	<b>A/C #731001072</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-456.00</b>
47248992	09/29/2022		Garbage Service - Sep 2022	5340 · Janitorial/Household Expense	456.00
TOTAL					456.00
<b>22248</b>	<b>10/20/2022</b>	<b>Redwood Trading Post</b>	<b>Customer ID CU00001000007751</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-186.77</b>
1000266454	09/22/2022		Work boots for Kim Keyser	5725 · Apparel - Uniforms & Boots	186.77
TOTAL					186.77
<b>22249</b>	<b>10/20/2022</b>	<b>RMT Landscape Contractors, Inc.</b>	<b>Customer #M332</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-790.00</b>
20221035	10/10/2022		Landscape Maintenance Oct-2022 (1351 Rollins Rd)	5505 · Facility - Repairs & Maint	495.00
			Landscape Maintenance (1415 N Carolan Ave)	5505 · Facility - Repairs & Maint	295.00
TOTAL					790.00
<b>22250</b>	<b>10/20/2022</b>	<b>United States Treasury</b>	<b>2022 Form 720-V 2nd Qtr; EIN 94-6004102</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-61.18</b>



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

<b>GF-Oct 2022</b>
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**October 2022**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
2022Form720-V	10/20/2022		2022 Form 720-V 2nd Qtr; EIN 94-6004102	5130 · Actives - HRA Health Reimb Acct	61.18
TOTAL					<u>61.18</u>
<b>22251</b>	<b>10/21/2022</b>	<b>U.S. Bank</b>	<b>4246-0445-5564-6391</b>	<b>1015 · Checking -Union Bank - GF x9757</b>	<b>-11,042.29</b>
09222022	09/22/2022		District Credit Card Payment	1040 · US Bank Purchase Card	11,042.29
TOTAL					<u>11,042.29</u>
<b>CHECK TOTAL</b>					<b><u><u>157,727.92</u></u></b>

Note: Previous month's check numbers were 22128-22193. Current month's check numbers are 22194-22251 (58 checks).

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

<b>CPF-Oct 2022</b>
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October 2022

Num	Date	Name	Memo	Account	Original Amount
1093	10/06/2022	Enterprise FM Trust	Customer No. 458563	1025 · Checking -Union Bank -CPF x6913	-4,554.96
FBN4576311	10/05/2022		22NCN8-2018 NISS Frontier- Oct 2022	6030 · Vehicle Leases	298.49
			22NCNB-2018 NISS Frontier	6030 · Vehicle Leases	298.49
			22NCNF-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			22NCNJ-2018 NISS Frontier	6030 · Vehicle Leases	33.70
			23CDWF-2020 Subaru Forester	6030 · Vehicle Leases	318.64
			23LVXF-2019 NISS Frontier (Kim)	6030 · Vehicle Leases	405.59
			23LW6S-2019 NISS Frontier (Lab)	6030 · Vehicle Leases	455.33
			23MNV2-2020 NISS Frontier	6030 · Vehicle Leases	391.87
			23MNV3-2020 NISS Frontier	6030 · Vehicle Leases	391.88
			25QSHX-2022 FORD Explorer	6030 · Vehicle Leases	492.81
			243NXK-Gain on settled Unit VIN BC436868	6030 · Vehicle Leases	-2,094.32
			266LKM-2021 RAM 2500 9/13-9/30/2022	6030 · Vehicle Leases	280.79
			266LKM-2021 RAM 2500 10/1-10/31/2022	6030 · Vehicle Leases	467.99
			Tax on gain on prior	6030 · Vehicle Leases	2,695.00
			Initial Reg-DMV Fee	6030 · Vehicle Leases	85.00
TOTAL					<u>4,554.96</u>
1094	10/20/2022	Bay Area Paving Co. Inc.	Invoice #C58-333	1025 · Checking -Union Bank -CPF x6913	-8,971.00
C58-333	10/18/2022		Parking lot resealing (1351 Rollins Rd) PO#02706- 6010 · Building Improvements		8,971.00
TOTAL					<u>8,971.00</u>
<b>CHECK TOTAL</b>					<b><u><u>13,525.96</u></u></b>

Note: Previous month's check number was 1092. Current month's check numbers are 1093-1094 (2 checks).

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

<b>Oct 2022</b>
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**October 2022**

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>1040 · US Bank Purchase Card</b>					
<b>1045 · US Bank Visa Brian x2315</b>					
Credit Card Charge	09/23/2022	Hilton	CSDA leadership-hotel for Evan Ostermann	5215 · Conferences / Workshops Staff	933.08
Credit Card Charge	09/23/2022	Hilton	CSDA leadership-hotel for Eric Eckstein	5215 · Conferences / Workshops Staff	933.08
Credit Card Charge	10/04/2022	Misc-Admin	Hotel Pacific - IT conference hotel for Matthew Nienhuis	5215 · Conferences / Workshops Staff	627.78
Credit Card Charge	10/12/2022	Summit Racing Equipment	Alternator for airboat and fuel line at carb	5620 · Auto, Hotsy, Plug, Boat, Traile	290.08
Credit Card Charge	10/12/2022	Misc- Ops	Jegs.com - carburetor return and studs for airboat	5620 · Auto, Hotsy, Plug, Boat, Traile	49.06
Total 1045 · US Bank Visa Brian x2315					<u>2,833.08</u>
<b>1050 · US Bank Visa Admin x5992</b>					
Credit Card Charge	09/23/2022	Rock Auto	Return label to warranty a Jeep water pump	5620 · Auto, Hotsy, Plug, Boat, Traile	7.26
Credit Card Charge	09/23/2022	Misc-Admin	CSDA leadership-hotel for Angie Nakano	5215 · Conferences / Workshops Staff	683.46
Credit Card Charge	09/26/2022	Misc- Outreach	Rank Plus SEO - google services	5910 · Media and Network	205.00
Credit Card Charge	09/26/2022	Costco	Misc. office supplies	5335 · Office Expense	240.09
			Misc. janitorial supplies	5340 · Janitorial/Household Expense	393.44
Credit Card Charge	09/26/2022	Department of Pesticide Regulation	Registration for David Allen to take Drone pilot test	5205 · Coastal Regional Continuing Ed.	110.00
Credit Card Charge	09/27/2022	Misc-Lab	Millipore Sigma - Lure for YJkt traps	5825 · Lab Supplies	123.66
Credit Card Charge	09/28/2022	Talos Drones	Power cord for Argas T20 battery charger	5630 · Ops Equipment & Repairs	83.84
Credit Card Charge	09/28/2022	FasTrak	Replenish account	5215 · Conferences / Workshops Staff	25.00
Credit Card Charge	09/29/2022	Ace Hardware	New 100gal tank for fish room	5730 · Mosquito Fish	120.58
Credit Card Charge	09/29/2022	Costco	Misc. supplies for CASPER survey event	5910 · Media and Network	254.04
Credit Card Charge	09/29/2022	Misc- Ops	Etsy.com - wall mount for M12 vacuum	5610 · Garage Tools	29.96
Credit Card Charge	09/30/2022	Home Depot	Scale for drone trailer build out	5630 · Ops Equipment & Repairs	87.69
Credit Card Charge	10/03/2022	Harbor Freight	Misc. tools for shop and drone trailer	5610 · Garage Tools	236.09
Credit Card Charge	10/03/2022	Home Depot	Supplies to build out drone trailer	5630 · Ops Equipment & Repairs	338.58
Credit Card Charge	10/03/2022	Home Depot	Cordless blower and vacuum for drone trailer	5630 · Ops Equipment & Repairs	223.64
Credit Card Charge	10/04/2022	Ebay	Battery cables for drone trailer	5630 · Ops Equipment & Repairs	30.21
Credit Card Charge	10/04/2022	Mosyle Business	Manage Apple iPads & Mac-Oct '22 Subscriptn	5465 · Computer Software	28.75
Credit Card Charge	10/04/2022	Tires Import	Airboat carb rebuild service	5615 · Garage Repairs Outside	185.00
Credit Card Charge	10/05/2022	Summit Racing Equipment	New parts for airboat service	5620 · Auto, Hotsy, Plug, Boat, Traile	664.11
Credit Card Charge	10/05/2022	West Marine Pro	Air pumps for fish transport 12v DC	5730 · Mosquito Fish	98.64
Credit Card Charge	10/05/2022	Hyatt Hotels	CSMFO conf. - first night hotel stay for Richard Arrow	5215 · Conferences / Workshops Staff	254.47
Credit Card Charge	10/06/2022	Misc- Ops	Amsoil.com - special airboat oil	5620 · Auto, Hotsy, Plug, Boat, Traile	370.74
Credit Card Charge	10/06/2022	Mettler-Toledo Rainin, LLC	Restocking pipette tips	5845 · Lab PCR Supplies	495.57
Credit Card Charge	10/07/2022	Misc- Ops	Qspray.com - parts for birchmeier backpacks	5630 · Ops Equipment & Repairs	424.36
Credit Card Charge	10/07/2022	Misc- Ops	Lucky - Distilled water for fleet vehicle cooling system	5620 · Auto, Hotsy, Plug, Boat, Traile	21.48
Credit Card Charge	10/10/2022	Southwest Airlines	Airfare for Angie Nakano - MVCAC conf.	5215 · Conferences / Workshops Staff	162.96

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

<b>Oct 2022</b>
---------------------

**October 2022**

<b>Type</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Split</b>	<b>Amount</b>
Credit Card Charge	10/12/2022	VWR INTERNATIONAL INC	Restocking gloves	5805 · Disease Surveillance	160.95
Credit Card Charge	10/12/2022	Misc-Lab	Builders Book - updated Ant PCT guide	5825 · Lab Supplies	46.39
Credit Card Charge	10/13/2022	Misc-Lab	Pest control technology store - updated PCT field guides	5825 · Lab Supplies	137.56
Credit Card Credit	10/13/2022	Misc-Lab	Builders Book - updated ANT pct guide	5825 · Lab Supplies	-17.72
Credit Card Charge	10/17/2022	Target	Misc. lab supplies	5825 · Lab Supplies	44.14
Credit Card Charge	10/17/2022	Misc- Ops	CyberWeld - spoolgun and aluminum wire for welder	5610 · Garage Tools	325.85
Credit Card Credit	10/19/2022	Summit Racing Equipment	Refund for incorrect alternator	5620 · Auto, Hotsy, Plug, Boat, Traile	-277.35
Credit Card Charge	10/21/2022	Rock Auto	Ignition parts for airboat	5620 · Auto, Hotsy, Plug, Boat, Traile	177.56
Credit Card Charge	10/21/2022	Misc- Ops	OSH Hardware - supplies for fleet maintenance	5620 · Auto, Hotsy, Plug, Boat, Traile	106.74
Credit Card Charge	10/21/2022	Misc-Admin	UCANR W.coast rodent academy-Devon M. reg.	5215 · Conferences / Workshops Staff	349.00
Credit Card Charge	10/21/2022	ELIM Biopharmaceuticals	DNA sequencing	5845 · Lab PCR Supplies	70.00
Credit Card Charge	10/21/2022	United Airline	Airfare for Devon Macdonald - rodent academy conf.	5215 · Conferences / Workshops Staff	315.20
Total 1050 · US Bank Visa Admin x5992					<u>7,336.94</u>
<b>TOTAL 1040 · US Bank Purchase Card</b>					<b><u><u>10,170.02</u></u></b>



P.O. BOX 6343  
FARGO ND 58125-6343



000001541 01 SP 0.570 106481580778271 P  
SMCMVCD  
ATTN DISTRICT MANAGER  
1351 ROLLINS RD  
BURLINGAME CA 94010-2409

ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 10-24-2022  
AMOUNT DUE \$21,212.31  
NEW BALANCE \$21,212.31  
PAYMENT DUE ON RECEIPT

Oct  
2022

AMOUNT ENCLOSED  
\$ 10,0170.02

Please make check payable to U.S. Bank

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

[REDACTED] 002121231 002121231

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD 4246 0445 5564 6391	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	New Balance	
Company Total	\$25,047.46	\$10,465.09	\$0.00	\$0.00	\$0.00	\$295.07	\$14,005.17	\$21,212.31	

CORPORATE ACCOUNT ACTIVITY					
SMCMAD					TOTAL CORPORATE ACTIVITY
[REDACTED]					\$14,005.17 CR
Post Date	Tran Date	Reference Number	Transaction Description		Amount
09-28	09-26	74798262271000000000322	PAYMENT - THANK YOU 00000 C		14,005.17 PY

NEW ACTIVITY						
SMCMVCD ADMIN			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]			\$295.07	\$7,632.01	\$0.00	\$7,336.94
Post Date	Tran Date	Reference Number	Transaction Description			Amount
09-23	09-22	24055232265819635558818	ROCK AUTO ROCKAUTO.COM WI			7.26
09-23	09-21	24755422265162650785554	EMBASSY SUITES 707-3209500 CA 896351 ARRIVAL: 09-18-22			683.46
09-26	09-23	24011342266000051544239	RANKPLUS SEO HTTPSRANKPLUS GA			205.00
09-26	09-23	24692162266101720808654	COSTCO DELIVERY 654 800-788-9968 CA			633.53

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	[REDACTED]		PREVIOUS BALANCE	25,047.46
<b>SEND BILLING INQUIRIES TO:</b> U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	10,465.09
	10/24/22	.00	CASH ADVANCES	.00
	<b>AMOUNT DUE</b>		CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
	<b>21,212.31</b>		CREDITS	295.07
			PAYMENTS	14,005.17
		ACCOUNT BALANCE	21,212.31	



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 10-24-2022

Oct  
2022

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-26	09-22	24755422286262668381872	CA DEPT PEST REGS LICENSI 916-4453891 CA	110.00	
08-27	09-26	24717052289262693932722	SIGMA ALDRICH US 800-3253010 MO	123.66	
08-28	09-27	24011342270000044367882	SP TALOS DRONES HTTPSTALOSDRO CA	83.84	
08-28	09-27	24431062270081695310443	FASTRAK CSC 415-486-8655 CA	25.00	
08-29	09-28	24431062271700719792390	ACE HARDWARE CORPORATION 800-453-0660 IL	120.58	
08-29	09-28	24692162271105315695783	COSTCO DELIVERY 854 800-788-9988 CA	254.04	
08-30	09-29	24204292272005237368722	ETSY.COM - DOOM3DPRINTING 718-8557955 NY	29.96	
09-30	09-28	24943012272010186101858	HOMEDEPOT.COM 800-430-3376 GA	87.69	
10-03	09-30	24231882274091044554635	HARBOR FREIGHT TOOLS 638 FREMONT CA	236.09	
10-03	09-29	24692162273108896053780	THE HOME DEPOT 632 SAN MATEO CA	338.58	
10-03	09-29	24943012273010184173437	HOMEDEPOT.COM 800-430-3376 GA	141.42	
10-03	09-29	24943012273010185412842	HOMEDEPOT.COM 800-430-3376 GA	82.22	
10-04	10-03	24204292276350995390136	EBAY O'27-09169-37478 SAN JOSE CA	30.21	
10-04	10-03	24492162276000023972565	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	28.75	
10-04	10-03	24767252277000001323274	TIRES IMPORT BURLINGAME CA	185.00	
10-05	10-04	24445002278600003759036	SUMMIT RACING MAIL ORDER 800-230-3030 OH	664.11	
10-05	10-05	24692162278100305769287	WEST MARINE #300 800-937-2628 CA	98.64	
10-05	10-04	24943002277722743381197	HYATT REGENCY SACRAMENTO 8885884384 CA 369115618885884384 ARRIVAL: 01-31-23	254.47	
10-06	10-05	24492152279200503908364	AMSOIL 800-777-7094 WI	370.74	
10-06	10-05	24908412278157780093881	METTLER TOLEDO 800-4724646 CA	495.57	
10-07	10-06	24908412279157828070262	BLT*WWW.QSPRAY.COM 802-3711993 AZ	424.36	
10-10	10-06	24427332280710036731419	LUCKY #726 MILLBRAE MILLBRAE CA	21.48	
10-10	10-06	24692162280102308073051	SOUTHWES 5262174106631 800-435-9792 TX NAKANO/ANGELA 01-27-23 OAK WN E SNA WN V OAK	162.96	
10-12	10-11	24435652284089177907836	VWR INTERNATIONAL INC 800-932-5000 PA	160.95	
10-12	10-11	24785012284207000616845	BUILDER'S BOOK, INC. 818-887-7828 CA	46.39	
10-13	10-12	74785012285207000616849	BUILDER'S BOOK, INC. CANOGA PARK CA	17.72 CR	
10-13	10-12	24943002286400707000017	GIE MEDIA INC 216-393-0288 OH	137.56	
10-17	10-14	24164072287091016541894	TARGET 00011221 SAN MATEO CA	39.95	
10-17	10-14	24164072287091016541894	TARGET 00011221 SAN MATEO CA	4.19	
10-17	10-14	24412892289017056667406	CYBERWELD 888-328-9890 NJ	325.85	
10-21	10-19	744450022893600197066092	SUMMIT RACING MAIL ORDER TALLMADGE OH	277.35 CR	
10-21	10-20	240552322893819656143379	ROCK AUTO ROCKAUTO.COM WI	177.56	
10-21	10-20	24231882294091004750741	OUTDOOR SUPPLY MILLBRAE MILLBRAE CA	106.74	
10-24	10-21	24391212284206418200545	UCD UCANR 530-400-0725 CA	349.00	
10-24	10-21	24492152284852282485813	ELIMBIO 510-427-8896 CA	70.00	
10-24	10-21	24692162285100520829238	UNITED 0162442740124 800-932-2732 TX MACDONALD/DEVONTHOMA 11-01-22 SFO UA V SNA UA T SFO	315.20	
<b>BRIAN WEBER</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
		\$0.00	\$2,833.08	\$0.00	\$2,833.08
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-23	09-21	24493982265038003837777	HILTON GARDEN INN NAPA CA 324196 ARRIVAL: 09-18-22	933.08	
08-23	09-21	24493982265038003837785	HILTON GARDEN INN NAPA CA 324197 ARRIVAL: 09-18-22	933.08	
10-04	10-02	24000972278858403835448	HOTEL PACIFIC MONTEREY CA 0032710037 ARRIVAL: 10-01-22	418.52	
10-04	10-02	24000972278858403835976	HOTEL PACIFIC MONTEREY CA 0032702551 ARRIVAL: 10-01-22	209.26	
10-13	10-12	24445002286600082057200	SUMMIT RACING MAIL ORDER 800-230-3030 OH	87.28	
10-14	10-13	24692162286103689399687	JAI JEGS 190 AUTOPARTS 800-345-4545 OH	49.06	
10-24	10-21	244450022895600217011436	SUMMIT RACING MAIL ORDER 800-230-3030 OH	202.80	

Oct  
2022

10/24/2022 10:24:00 AM

Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 10-24-2022

Department: 00000 Total:  
Division: 00000 Total:

\$10,170.02  
\$10,170.02



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**1415 N. Carolan Ave. Project Management Report**

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**Reporting date**

11/1/22-12/31/22

**Project objective(s)**

1. Eliminate the need for leased property
2. Meet District space, parking, and equipment storage long and short-term needs
3. Develop a real estate strategy that spans up to ten years
4. Prioritize building projects. Projects will be prioritized based on the following (in order of importance):
  - a. Need- these items are either required per code/law or designed to protect the structure, occupants, and stored equipment.
  - b. cost
  - c. construction best practices

**Work completed in November and December**

1. Hazardous materials and geotechnical reports received. **No hazardous items of significant concern were identified.**
2. Began discussions with the City of Burlingame on the required number of parking spaces and earthquake retrofit requirements
3. Draft plans received and provided to the Real Estate Committee for comment

**Work planned to complete in January and February**

1. Complete discussions with the City of Burlingame on earthquake retrofit requirements
2. Finalize draft plans and provide them to the Real Estate Committee for comment

**Outlook for the remainder of 2023**

See **attachment 6E.1** San Mateo County MVCD - Project Schedule (Part 1)

**Budget status and outlook**

**Budget spent to date:           \$107,773.08**

**Budget remaining:               \$42,226.92**





# Agenda Item 8.A. - Operations Staff Program Reports

## Field Operations December 2022

### Mosquito Control in 2022 by City

City	# Of Mosquito Sources	Site inspections	Site treatments	% Treated	Mosquito SRs
Atherton	469	1185	296	25%	16
Belmont	346	1142	456	40%	2
Brisbane	111	427	54	13%	1
Burlingame	507	1820	603	33%	41
Colma	44	102	17	17%	0
Daly City	91	225	50	22%	4
East Palo Alto	92	740	71	10%	4
Foster City	696	1827	727	40%	36
Half Moon Bay	207	875	225	26%	2
Hillsborough	582	1859	595	32%	5
Menlo Park	1116	3086	813	26%	7
Millbrae	325	1110	218	20%	12
Pacifica	153	396	134	34%	12
Portola Valley	226	701	244	35%	14
Redwood City	1114	2447	528	22%	28
San Bruno	199	720	111	15%	13
San Carlos	350	1158	468	40%	8
San Mateo	1058	3621	1085	29%	102
South San Francisco	238	765	146	19%	19
Woodside	385	1177	235	20%	17

At San Mateo County Mosquito and Vector Control, the district serves the whole county, including 20 cities and around 773,000 residents. The district staff utilizes ten full-time Vector Control Technicians, three entomologists, and six seasonal catch basin drivers to control the mosquito population across 744 square miles of diverse geographical regions in San Mateo County. On any given day, district staff can be seen working at Pillar Point Marsh on the coast, at the Hetch Hetchy pipes in East Palo Alto inspecting for the Winter Salt Marsh Mosquito (*Aedes squamiger*) or conducting storm drain treatments in Foster City to help control mosquitoes that can transmit West Nile Virus.

The table above shows the city's breakdown of all the inspections and treatments we completed in 2022. Here are some of the highlights:

- In San Mateo County, 8,309 mosquito sources can potentially produce mosquitoes. These include residential sources such as fountains, fish ponds, water underneath houses, and abandoned swimming pools. There are also natural breeding habitats, such as creeks and salt marsh areas along the bay and coast, that can produce mosquitoes also.



# Agenda Item 8.A. - Operations Staff Program Reports

- This year, district staff combined to inspect 25,383 potential mosquito breeding habitats.
- Of these 25,383 inspections, 28% of them resulted in a treatment with a mosquito control product which is on par with previous years
- This year, district staff responded to 343 mosquito calls which are down compared to 2021's tally of 380 mosquito service requests. In 2019 we introduced our storm drain misting program to control mosquitoes, and our mosquito service request numbers have dropped significantly since then. In 2019 we had 696 mosquito service requests, and in 2020 the district had 539 mosquito calls.
- In 2022, our districts' seasonal catch basin drivers treated 244,000 catch basins from Brisbane to East Palo Alto. This program is our first line of defense for controlling the West Nile mosquito *Culex pipiens*.

Every year district staff reviews these numbers monthly and annually to make sure there aren't any trends or patterns missing on a day-to-day basis.

## Staff Working around the County



Figure 1 – Public Information Officer Rachel Curtis Robles and Vector Control Technicians Justin Loman and Vanessa Hernandez Pacheco clearing storm drains in San Mateo.





# Agenda Item 8.A. - Operations Staff Program Reports



Figure 2 – Sean Jones and Casey Stevenson calibrating the District's DJI Agras T20 drone for mosquito control applications.



Figure 3- Field Supervisor Ryan Thorndike and Vector Control Technician Eric Eckstein applying a liquid larvicide in a ditch in Mills Field.

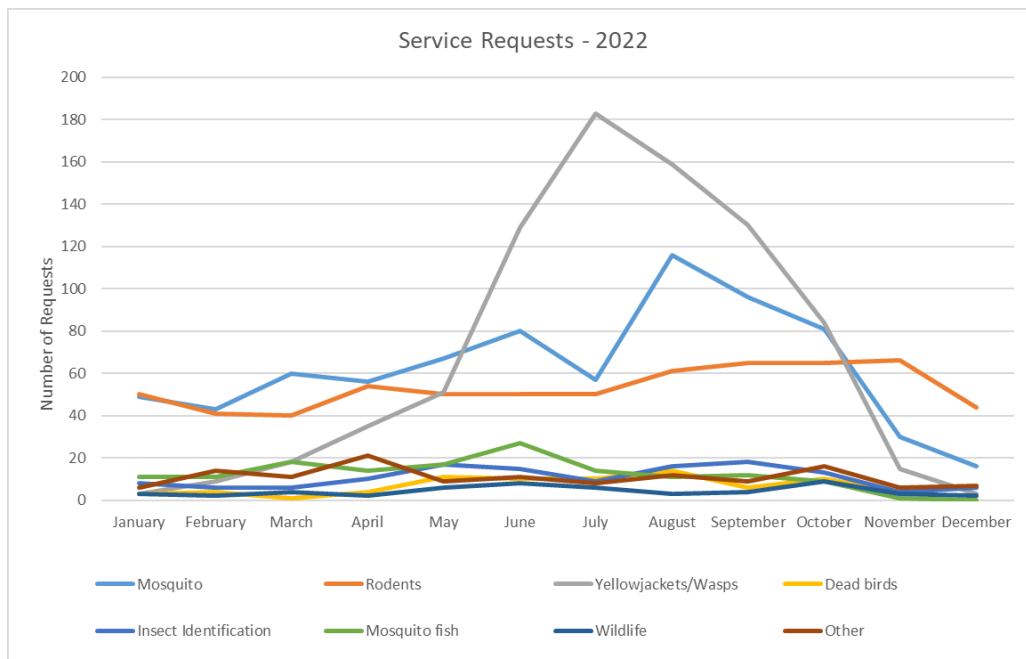


# Agenda Item 8.A. - Operations Staff Program Reports

## November and December 2022 Service Requests

Type of Request	November 2022	5-year November average	December 2022	5-year December average
Rodents	66	41	44	34
Mosquito	30	28	16	23
Yellowjackets/wasps	15	36	3	30
Insect identification	4	6	6	6
Dead birds	4	6	7	5
Wildlife	3	3	2	3
Mosquito fish	1	6	0	6
Other	6	5	7	3
<b>Total</b>	<b>129</b>	<b>131</b>	<b>85</b>	<b>111</b>

*This table contains the number of each type of service request in November and December 2022 compared to the five-year averages in November and December.*





## Agenda Item 8.A. - Operations Staff Program Reports

The number of service requests this November was near average (129 compared to a five-year average of 131). In contrast, in December, service requests dropped below average (85 compared to a five-year average of 111). The decline was mainly from fewer mosquito-related calls and a much lower-than-average number of yellow-jacket/wasp requests (three in December 2022 compared to a five-year December average of 30). Yellowjacket and wasp service requests were consistently below average all of 2022. One category higher than average in November and December was rodents (66 in November compared to a five-year November average of 41 and 44 in December compared to a five-year December average of 34).

The "other" category included a variety of insect-related requests regarding cockroaches and flies and non-insect requests concerning mites.





# Agenda Item 8.B. – Laboratory Staff Program Reports

## Lab Activities in December 2022

### Study on Ticks in Residential Properties

The conventional wisdom has been that Californians are more likely to encounter ticks through hiking in parks or outside occupations rather than in their yards. Few studies have attempted to identify the most important risk factors that predict the presence of ticks on residential properties in California, and no published research on this topic has been conducted in the San Francisco Bay Area. While the prevalence of tick-borne disease is low in San Mateo County relative to other parts of the United States, residents may still be subjected to unnecessary risk if they are not taking precautions at home.

In November, the District launched a research project to assess tick presence on residential properties in San Mateo County. In addition to tick collection, parcels will be assessed for various risk factors affecting how often ticks are present. Information collected from this study may be used to improve recommendations, inspire further research, and develop more targeted outreach materials to address ticks and tick-borne diseases in California. This winter and spring, the District is focusing on the cities of Pacifica and Hillsborough for these surveillance efforts. The project will expand to other cities over the next few years. Residents in tick-prone areas (near open spaces) will be contacted using a combination of mailers, door hangers, and NextDoor posts.

Tick surveys are conducted by dragging a white square of cloth over low vegetation in front and back yards. Any ticks attached to the fabric are collected, identified, and counted. After surveys are completed, participating residents are given a packet with information on ticks, landscaping recommendations, a pamphlet on District services, and several tick safety tools, including tweezers, tick keys, and samples of EPA-registered tick repellents.

**District seeking yards for tick study**

650-344-8592 • [www.smcmvcd.org](http://www.smcmvcd.org)

San Mateo County Mosquito and Vector Control District

### Property Visit Request

We are requesting access to your property for a scientific study to look for ticks. The San Mateo County Mosquito and Vector Control District is conducting a study to look for ticks in yards. This study is important to help the District understand the risk of tick bites and tick-borne diseases to residents of the County.

Please call 650-344-8592 or visit our website to schedule a visit. [www.smcmvcd.org/ticks-in-yards](http://www.smcmvcd.org/ticks-in-yards)

**SCAN ME**

Mailers with two different designs are being sent to neighborhoods in Pacifica and Hillsborough, seeking volunteers for a tick study.



# Agenda Item 8.B. – Laboratory Staff Program Reports

## Tick Surveillance for Water Year 2022-2023

In November, laboratory staff began winter surveillance for adult *Ixodes pacificus* (Western black-legged ticks). Ticks are collected by dragging a one-meter square sheet of white flannel over the vegetation alongside trails, a technique called “flagging.” *Ixodes pacificus* ticks will be tested for the presence of *Borrelia burgdorferi* (the causative agent of Lyme disease), as well as *Borrelia miyamotoi* (the agent of hard-tick relapsing fever) and *Anaplasma phagocytophilum* (the agent of granulocytic anaplasmosis).

Parks surveyed in November and December include Hidden Canyon Park in Belmont, San Pedro Valley Park in Pacifica, Edgewood Park in Redwood City, Mori Point in Pacifica, Mills Canyon Park in Burlingame, and Memorial Park near Pescadero. This year, District staff are also surveying residents’ yards for ticks, focusing primarily on Pacifica and Hillsborough.

Tick Collections from parks, 2022-2023 Winter Season (through Dec 2022).

Park/Neighborhood	Nearest City/Town	Number of <i>Ix. pacificus</i>
Edgewood County Park	Redwood City	84
Hidden Canyon Park	Belmont	270
San Pedro Valley Park	Pacifica	196
Mori Point	Pacifica	0
Memorial Park	Pescadero	39
Mills Canyon Park	Burlingame	18

## CO<sub>2</sub> Traps – Average adult mosquitoes collected per trap per night

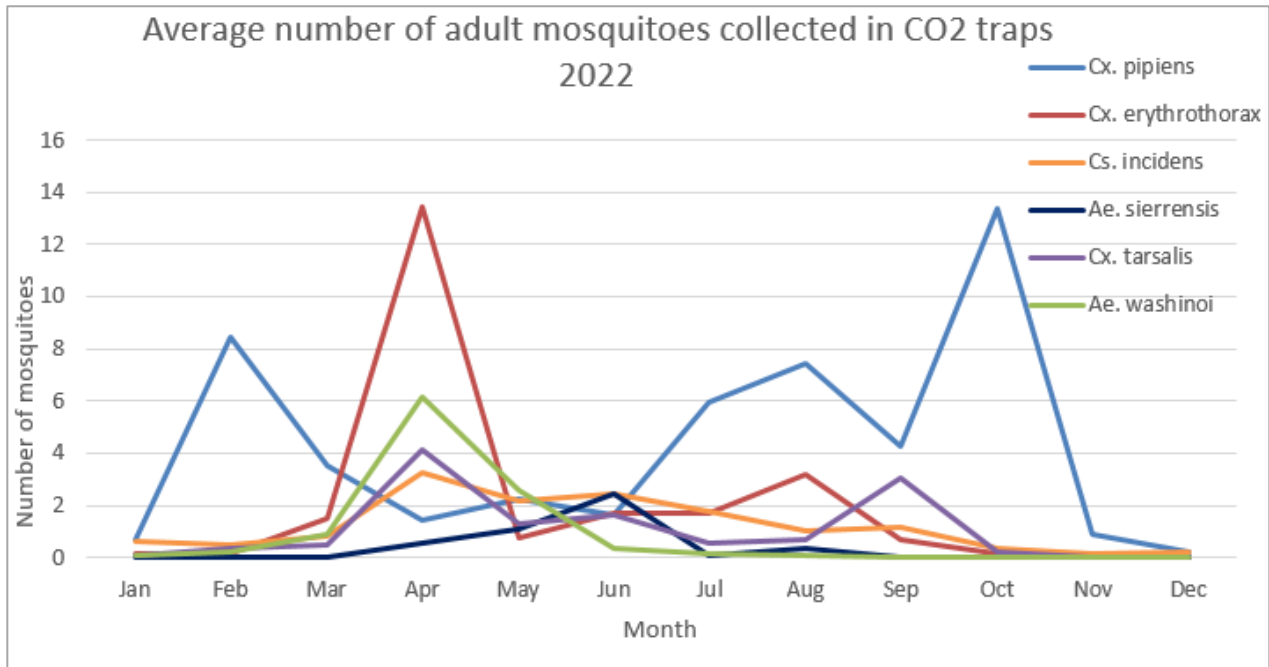
The following table and graphs show the average number of mosquitoes collected per CO<sub>2</sub> trap per night during December compared to the five-year average for the six most common mosquito species in San Mateo County. The most frequently collected mosquitoes were *Culex pipiens* and *Culiseta incidens*. After an unusual rise in the number of *Cx. pipiens* in late fall, this species fell to below-average trap counts in November and December. No other species of mosquitoes were trapped in December, except for a single *Culiseta inornata* trapped in Burlingame. *Culiseta inornata* is a large winter species that is relatively uncommon in traps, and as a result, it does not appear in the table or graph below.

Overall, fewer mosquitoes were trapped in 2022 compared to the prior 5-year averages, with early and late-season peaks of some *Culex* species bookending a summer of relatively low mosquito counts.

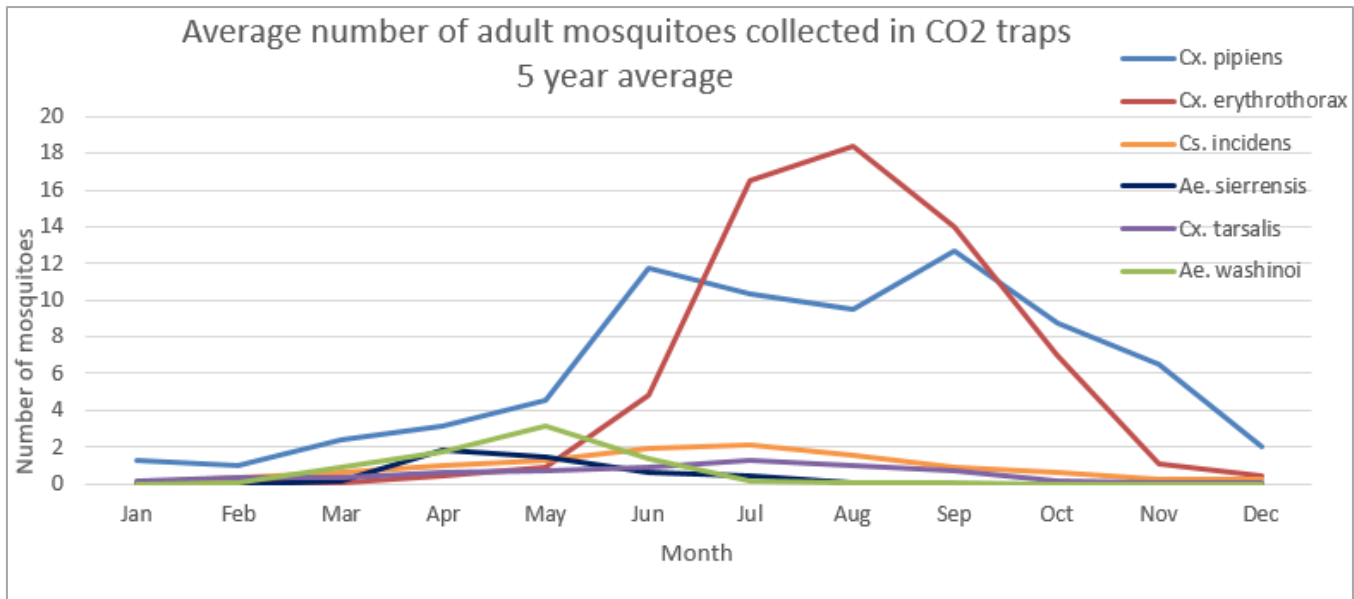
Species	December 2022	5-year December average
<i>Culex pipiens</i>	0.239	2.007
<i>Culiseta incidens</i>	0.239	0.288
<i>Culex tarsalis</i>	0	0.019
<i>Culex erythrothorax</i>	0	0.458
<i>Aedes sierrensis</i>	0	0
<i>Aedes washinoi</i>	0	0



# Agenda Item 8.B. – Laboratory Staff Program Reports



Average number of adult mosquitoes collected in CO<sub>2</sub> traps per trap per night during 2022. The graph shows the six most common species of mosquitoes trapped in San Mateo County.



Average number of adult mosquitoes collected in CO<sub>2</sub> 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.



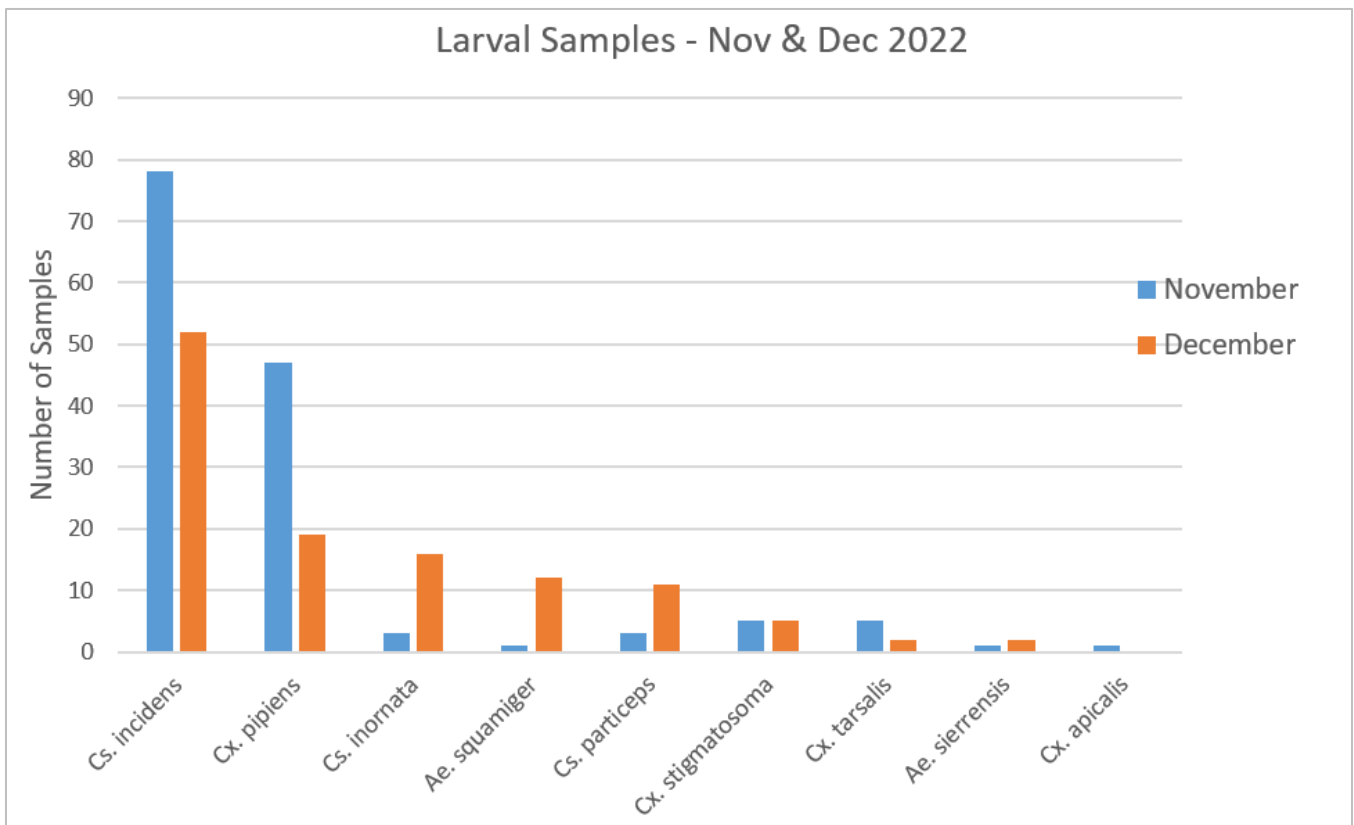


# Agenda Item 8.B. – Laboratory Staff Program Reports

## Mosquito Larval Samples

During November and December, larval surveillance transitioned from focusing on backyard sources like fountains, fishponds, and containers to monitoring seasonal natural sources such as freshwater impounds and marshes. District staff collected 105 larval samples in November and 118 in December. Technicians use a dipper to take a sample of water and visually inspect it for mosquito larvae. The sample is taken back to the District laboratory for species identification if larvae are present. The most frequently occurring species were *Culiseta incidens*, the cool weather mosquito, in 75% of November samples and 44% of December samples. Despite the name, this mosquito is found year-round in San Mateo County in various sources, especially in backyard fountains and fishponds. It is not known to transmit disease.

Other winter marsh mosquito species are becoming more common towards the end of the year. These species include *Culiseta inornata* (the winter marsh mosquito) and *Aedes squamiger* (the winter salt marsh mosquito). The District takes particular care to monitor the saline or brackish marsh areas that breed *Ae. squamiger*, as this species has the potential to emerge in huge numbers when the weather warms up. Although these species do not currently vector any diseases in this region, they are known to be voracious day-biting mosquitoes.



Number of larval samples containing each mosquito species from water samples collected in November and December 2022. Larval samples commonly contain multiple species.



# Agenda Item 8.C. Staff Program Reports

## Public Health Education and Outreach, Nov-Dec 2022

*Outreach, Post-Service Request Feedback, Website & Newsletter*

### Outreach and Activities

- The Foster City Rotary Club invited Rachel to present about District history and services at their December meeting. The 25-minute presentation was well-received, and approximately 45 attendees were present. Included in the audience was previous District Trustee Rick Wykoff.
- 2022-2023 school year presentations continued, with visits to 29 classes of preschool through 5<sup>th</sup> grade at schools in Pacifica, Redwood City, Daly City, Brisbane, and El Granada.
- Rachel worked with several Scouts during the Scout Midway to help them earn their Insect Study badges. Scouts observed the mosquito life cycle, created insect collection journals, and learned about integrated pest management as part of their badge work.
- In November, Rachel co-led – with staff from Alameda County Mosquito Abatement District – the start of an informal group of mosquito outreach educators from throughout the US and Puerto Rico. This group plans to meet quarterly to share curricula, discuss challenges and successes, and enhance school-based mosquito education programming.



*As part of the 2nd-5<sup>th</sup> grade lesson, students draw and label mosquito larvae.*

### Feedback from Residents about District Services

- "Thank you for the timely and wonderful services!"
- "I always received excellent service from SMCMVC whenever I have asked for their help or guidance. They are one of the few agencies that I deal with that I know I will get the clear and correct information and a willingness to help when asked."
- "This department is so responsive to requests, and the employees who have been to our house have been VERY knowledgeable and helpful (a couple of times for wasp/bee problems, and the last time just to do a rodent mitigation check and to answer questions about mosquito control). You provide a valuable service."
- "Awesome services and website, excellent employees- thanks for all you do to keep us all healthy and safe."

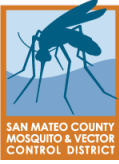


# Agenda Item 8.C. Staff Program Reports

- “Every vector control employee I have encountered has been friendly, knowledgeable, and enthusiastic about their work.”

## Website Analytics

- In November 2022, there were 2,293 visits to the website; in December 2022, there were 2,275 visits. These lower numbers of visits are typical during the colder winter months.
- Top 10 pages for November and December 2022 included the District homepage and pages on rabies, unknown bite sources, mosquito-like insects, service request page, biting mites, yellowjackets, ticks in yards, rodents, and yellowjackets.



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

## Information Technology, January 2023

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### *Cyber Security*

#### **Summary**

- ☑ Multi-factor Authentication progress update
- ☑ Patch management software implementation

#### **MFA Progress Update**

I wanted to give the board an update on the progress of our MFA compliance. As of writing, we are currently at 68% compliance. While we are shooting for 100 percent compliance, we are on the right track and trending towards completing our goal soon. I want to thank the board for being patient and understanding during this implementation. Hopefully, the following update on this subject will be the last.

#### **Patch Management Software**

As we have discussed, the minimum insurance standards are changing drastically, which means implementing new systems to improve our security. I have also focused on efficiency and automation to support our infrastructure better. This most recent implementation has checked off both boxes. There is no denying that the cybersecurity landscape has become more enigmatic, and as a result, we have an increased need for patching our applications. Vendor patches help combat vulnerabilities in the applications we use. As a result, we need an efficient way to roll out these patches. That's where patch management software comes into play, and the software allows me to roll out updates to all our systems. Updating all our systems applications helps improve our security, and having a central portal to kick off these updates drastically enhances our efficiency. This is a massive quality of life improvement and helps our standing with our insurance.

#### **References:**

[What is Patch Management? Benefits & Best Practices | Rapid7](#)

Agenda Item 9

**MANAGER'S REPORT**

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**Vector Borne Disease information**

Last month, the Centers for Disease Control (CDC) published **A National Public Health Framework for the Prevention and Control of Vector-Borne Diseases in Humans** (link here: <http://www.cdc.gov/nceid/dvbd/framework.html>) or (see attached as 9.1). The information is meant to address the challenge of vector-borne diseases in the United States and create a national public health framework for preventing and controlling vector-borne diseases. Findings from the publication include activities necessary to detect, prevent, and control vector-borne diseases in humans in the United States.

In summary, the CDC concluded that a framework should include a range of approaches, including vector control, disease surveillance, public education and outreach, and research, to address this critical public health issue effectively. All these measures are being employed by SMCMVCD currently.

**Future Board Meetings and Brown Act Update**

Governor Newsom's COVID-19 Executive Orders have begun to expire or be rolled back. Brown act modifications are no exception to this process. If existing Executive Orders are not extended, some items the Board must consider related to future Board and committee meetings are:

- **How to comply with AB 2449**, which authorizes, until January 1, 2026, individual members of a legislative body of a local agency to meet via teleconferencing without noticing their teleconference location and making them accessible to the public. However, 2449 doesn't come without some hurdles. Below are important AB 2449 requirements, followed by a brief description of how they apply to SMCMVCD's Board.
  - At least a quorum of the members of the legislative body must participate in person from a singular physical location identified on the agenda that is open to the public and situated within the local agency's jurisdiction.

- A minimum of 11 Board members must be present at District Headquarters if a Board member needs to attend a meeting remotely.
  - AB 2449 cannot serve as a means for any legislative body member to participate in meetings solely by teleconference from a remote location for more than three consecutive months, or 20 percent of the regular meetings.
  - SMCMVCD Board members can attend a meeting remotely no more than two times in a calendar year.
    - The legislative body member must notify at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause or “emergency circumstances.”
    - Childcare or caregiving needs require them to participate remotely.
    - A contagious illness that prevents a member from attending in person.
    - A need related to a physical or mental disability
    - Travel while on official business related to the government agency
    - A physical or family medical emergency prevents a member from attending in person.
- Where would the Board like to meet?
  - What will be attendance requirements and etiquette?

This information and much more regarding the future of Board meetings will be discussed at the upcoming **Policy Committee meeting during the week of January 16, 2023**. Please reach out to Manager Weber or Trustee Riechel for more information.

See **attachments 9.2 and 9.3** for more information

### **Form 700**

Every elected official and public employee who makes or influences governmental decisions must submit a Statement of Economic Interest, also known as Form 700. Form 700 provides transparency and ensures accountability in two ways:

1. It provides the necessary information to the public about an official’s personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.

2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in government decisions deemed conflicts of interest.

The advantage of filing electronically is that the system ensures that all required data is complete, eliminating the filing of amendments due to errors, all information is saved for future filings, and you do not have to deliver a signed paper statement. Once you e-file, you are done. You can also log in to your account anytime to retrieve your electronic prior filings (after the first year). If you have filed in previous years, you only need to ensure all information is correct.

### **Trustee Training**

All Board members are required to complete ethics training and sexual harassment prevention. See below for more information.

#### **AB 1234 Ethics Training**

State law (California Government Code Section 53235), sometimes referred to as Assembly Bill Number 1234 (AB 1234), requires that if a local agency provides any compensation, salary, or stipend to, or reimburses the expenses of any member of its legislative body (as defined in California Government Code Section 54952), that local agency's officials must complete biennial training in **general ethical principles and ethics laws**.

#### **AB 1661 Sexual Harassment Prevention Training and Education**

State law (California Government Code Section 53237.1), Assembly Bill Number 1661 (AB 1661), requires local agency officials to receive **sexual harassment prevention** training and education within six months of taking office. The training must be repeated every two years if any compensation, salary, or stipend is provided to those officials.

Please reach out to Devina Walker at 650-344-8592 or [dwalker@smcmvcd.org](mailto:dwalker@smcmvcd.org).



# A National Public Health Framework for the Prevention and Control of Vector-Borne Diseases in Humans



Centers for Disease Control and Prevention  
National Center for Emerging and Zoonotic Infectious Diseases





*Amblyomma maculatum*

## Publication and Copyright Information

### Centers for Disease Control and Prevention

*A National Public Health Framework for the Prevention and Control of Vector-Borne Diseases in Humans*

Atlanta, Georgia: September 2020

[www.cdc.gov/vector](http://www.cdc.gov/vector)

**Media inquiries:** 404-639-3286 (9:00 am–6:00 pm ET); [media@cdc.gov](mailto:media@cdc.gov)

**Acknowledgement:** Layout and graphics provided by CDC’s Creative Services.

### Cover

Clockwise from top right:

- Blacklegged tick (*Ixodes scapularis*), James Gathany photographer
- *Aedes aegypti* mosquito, James Gathany photographer
- Illustration of the United States
- Oriental rat flea (*Xenopsylla cheopsis*), James Gathany photographer

**Accessible Version:** [www.cdc.gov/ncezid/dvbd/framework.html](http://www.cdc.gov/ncezid/dvbd/framework.html)

## Introduction and Scope

Our nation's ability to defend against the present and future threat of vector-borne diseases relies on a comprehensive national system that is able to detect, prevent, and respond to these threats. A concerted and sustained effort is needed to address significant challenges and reverse the upward trends in illness, suffering, and death from vector-borne diseases. This effort must enhance collaboration, coordination, and communication across human, animal, and environmental health sectors, as well as other relevant sectors, to address vector-borne threats at the human-animal-environment interface (a One Health approach).

To reverse the current upward trends in vector-borne diseases and to increase the nation's ability to protect

the U.S. population from these diseases, five federal departments and the Environmental Protection Agency contributed to developing a national framework for vector-borne disease prevention and control. These federal partners represent the primary federal departments and agencies engaged in vector-borne disease prevention and control (see Participant List).

*A National Public Health Framework for the Prevention and Control of Vector-Borne Diseases in Humans* is consistent with the National Biodefense Strategy's objective 2.1<sup>1</sup>, to promote measures to prevent or reduce the spread of naturally occurring infectious diseases (Sub-objective 2.1.3: strengthen multidisciplinary efforts to control vector-borne disease domestically and internationally).

The scope of this framework includes federal activities necessary to detect, prevent, and control vector-borne diseases in humans in the United States. While this framework is domestically focused and limited to activities within the mission of the federal government, it relates to a broader range of critical activities such as clinical care, vector control services, and international work. Successful implementation of the framework will require collaboration within and outside of the federal government.







*Aedes aegypti*

## BOX 1. VECTOR-BORNE INFECTIONS AND DISEASES REPORTED BY STATES TO CDC

Anaplasmosis/Ehrlichiosis infections	Lyme disease	Tularemia
Babesiosis	Malaria	Western equine encephalitis virus
California serogroup viruses	Plague	West Nile virus
Chikungunya virus	Powassan virus	Yellow fever virus
Dengue viruses	Spotted fever rickettsiosis	Zika virus
Eastern equine encephalitis virus	St. Louis encephalitis virus	

## BOX 2. VECTOR-BORNE DISEASE PATHOGENS NEWLY DISCOVERED OR FIRST REPORTED IN THE UNITED STATES SINCE 2004

<i>Rickettsia parkeri</i> (tick)	<i>Ehrlichia muris euclairensis</i> (tick)	<i>Borrelia mayonii</i> (tick)
Bourbon virus (likely tick)	Heartland virus (tick)	Chikungunya virus (mosquito)
<i>Rickettsia</i> species 364D (tick)	<i>Borrelia miyamotoi</i> (tick)	Zika virus (mosquito)

# The Problem



**Everyone in the United States is at risk** from endemic and emerging diseases transmitted by ticks, mosquitoes, fleas, and other blood-feeding vectors.

Certain demographic groups are at even

greater risk of contracting or suffering adverse consequences from specific vector-borne diseases. Vector-borne diseases, such as West Nile virus, plague, Lyme disease, and Rocky Mountain spotted fever, can cause serious illness or even death. During the last 15 years, the number of vector-borne disease cases has increased dramatically as the ranges of vectors have expanded and the number of emerging pathogens have multiplied<sup>2</sup>. A recent CDC prioritization workshop identified the top eight priority zoonotic diseases of national concern for the United States. Three, including West Nile virus, plague, and Lyme disease, are vector-borne diseases<sup>3</sup>.



**More cases.** States report more than 17 vector-borne diseases to CDC (see Box 1). In the United States and its territories, the annual number of vector-borne disease

cases in people reported to CDC **doubled** from 27,388 cases in 2004 to 53,591 cases in 2018<sup>2</sup>. In 2018, state and local health departments reported 47,743 cases of tickborne disease to CDC. This is the highest number of tickborne diseases ever reported to CDC<sup>4</sup>.

**Tickborne diseases:** Nationally reported tickborne disease cases more than doubled from 2004 to 2018 and are now at an all-time high<sup>2</sup>. Lyme disease accounted for more than 7 out of 10 of all reported tickborne disease cases in 2017<sup>4</sup>.

As high as they are, reported cases significantly under-represent all vector-borne disease cases. Reported cases of Lyme disease<sup>5</sup> and West Nile<sup>6</sup> virus represent less than 1 in 10 of all estimated cases.

**Mosquito-borne diseases:** West Nile virus disease occurs annually and is well-established in the United States. In addition, the nation is increasingly threatened by invasive, epidemic-prone viruses such as dengue (2011-2012, 2015), chikungunya (2013), and Zika (2016).



**More pathogens.** More than 100 vector-borne viral, bacterial, and parasitic pathogens are known to cause disease in people. Since 2004, nine vector-

borne viruses and bacteria new to the United States have been identified (see Box 2). Some of these pathogens are invasive species (see Box 3), but others have been recently discovered in the United States. The extent of their ranges, the populations at risk, and the amount of disease and disability they cause are still not fully understood. What is certain is that more pathogens put more Americans at risk.



**More people at risk.** The geographic habitat range of ticks<sup>7</sup>, mosquitoes<sup>8</sup>, and fleas<sup>9</sup>, that can transmit pathogens and

cause disease has expanded within the United States. The expansion of *Aedes aegypti* mosquitoes and *Ixodes scapularis* ticks are of particular concern. Furthermore, in 2017 an invasive vector, *Haemaphysalis longicornis* (the Asian longhorned tick) was identified for the first time in the United States. This exotic tick causes severe illness or death in people in other parts of the world, although there is no evidence of pathogen transmission to date in the United States<sup>10</sup>. As of 2020, 14 states have reported infestations<sup>11</sup>. *H. longicornis* ticks have been detected on at least 16 different hosts, including wildlife, livestock, pets, and people.

## BOX 3. INVASIVE SPECIES

Invasive species are harmful plants, animals, vectors, or pathogens newly introduced into an area, which bring with them negative impacts. Invasive species can introduce new pathogens or transmit existing pathogens in an area. Increased global trade, commerce, and travel increases the likelihood of new invasive species being introduced to the United States and other countries.

# Challenges in the Prevention and Control of Vector-Borne Diseases

Our nation's ability to detect and respond to vector-borne disease threats can be improved by addressing the following significant challenges.



## Ability to diagnose vector-borne diseases varies.

Rapid, accurate diagnosis is critical to the timely, effective response to vector-borne disease outbreaks. Diagnosis of vector-borne diseases requires the patient to seek care and clinicians to be familiar with vector-borne diseases and order U.S. Food and Drug Administration (FDA)-cleared laboratory tests.



## Stressed surveillance systems.

It is critical to know where disease cases occur and when they increase. Decreased financial support has eroded the ability of state and local public health officials to accurately monitor human disease incidence and to monitor changes in vector populations that can predict increased risk, resulting in significant underreporting<sup>12</sup>. The number of Lyme disease cases, for example, now estimated at more than 300,000 annually, have overburdened the ability of some health departments to investigate and report suspected cases, leading to considerable underreporting and underestimation of the disease burden<sup>13,14</sup>.



**No vaccines.** In 2019, a dengue vaccine was approved by the FDA in the United States for use in children 9–16 years old living in an area where

dengue is common (the U.S. territories), with laboratory confirmed prior dengue virus infection. It is not available at this time. No other licensed vaccines for humans are currently available for other vector-borne disease pathogens present in the United States. As a result, prevention strategies rely on use of vector control and personal protection (e.g., insect repellents, protective clothing) to prevent infection and disease.



## Few vector-borne disease prevention and control measures.

Prevention of vector-borne disease often requires vector control. No proven tick control methods exist to prevent disease.

Integrated pest management can be effective for the control of some mosquito vectors, like the primary mosquito vector of West Nile virus<sup>15</sup>; however, these chemical control measures may be considered unacceptable or cost-prohibitive to communities. When used consistently and correctly, personal protective measures, such as insect repellents, are effective for preventing mosquito, tick, and flea bites; however, most people do not take these precautions<sup>16</sup>. Therefore, vector control options that are cost-effective and socially, culturally, and environmentally acceptable are needed.



## Limited capacity to respond.

The vast majority of vector control organizations in the United States are locally controlled and funded, and states manage vector control activities differently<sup>17</sup>. Many communities, including some at significant disease risk, are without any vector control programs. In a recent national survey of over 1,000 mosquito control organizations, more than 80% reported needing improvement in core capacities, such as conducting mosquito surveillance and testing for pesticide-resistance<sup>18</sup>. Communication and coordination among vector control operations and between them and public health officials is often lacking<sup>19</sup>. Further, prevention and control activities for emerging versus endemic vector-borne diseases may differ. Therefore, a set of diverse community level prevention and control activities are needed.



## Lack of interconnected, quality data.

Clinical, surveillance, environmental, animal and wildlife, and meteorological data relevant to the control of vector-borne diseases exist in a variety of non-standardized sources and formats across the public and private sectors that cannot easily be linked or shared. Developing systems that allow private and public sectors to responsibly collect, use, and share standardized data sets can help address vector-borne disease threats and advance solutions with emerging technologies (e.g., artificial intelligence).



## Innovation outpaces regulatory processes.

New tools and products do not always fit into existing regulatory structures, and innovation is often ahead of regulatory processes. This can result in delays and increased costs in bringing urgently needed novel diagnostic, prevention, and control products to the field. Flexibility in regulatory processes is needed.



## Limited options for treatment.

New treatment options are needed to treat vector-borne diseases. No medicines are available to treat viral vector-borne diseases, but symptoms can be clinically managed. For bacterial, rickettsial, and parasitic diseases for which treatments do exist, people may still suffer ongoing symptoms, severe disease, and death. New treatment options may help reduce disease impacts. Federal open innovation activities, such as the U.S. Department of Health and Human Services (DHHS) *Lyme Innovation Initiative*, may help identify challenges and solutions through public-private partnerships<sup>20</sup>.

More detailed discussions of these and other challenges in the domestic prevention and control of vector-borne diseases can be found in Petersen et al. (2019)<sup>21</sup> and Beard et al. (2019)<sup>22</sup>.

# Solution



## VISION

A NATION WHERE VECTOR-BORNE DISEASES NO LONGER THREATEN HUMAN HEALTH AND WELL-BEING



## MISSION

PROTECT PEOPLE FROM ILLNESS, SUFFERING, AND DEATH DUE TO VECTOR-BORNE DISEASES



## GOALS



**1** Better understand when, where, and how people are exposed to and get sick or die from vector-borne diseases

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**2** Develop, evaluate, and improve tools and guidance for the diagnosis and detection of vector-borne diseases

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**3** Develop, evaluate, and improve tools and guidance for the prevention and control of vector-borne diseases

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**4** Develop and assess drugs and treatment strategies for vector-borne diseases

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**5** Disseminate and support the implementation of effective public health and vector control products, tools, and programs to prevent, detect, diagnose, and respond to vector-borne disease threats

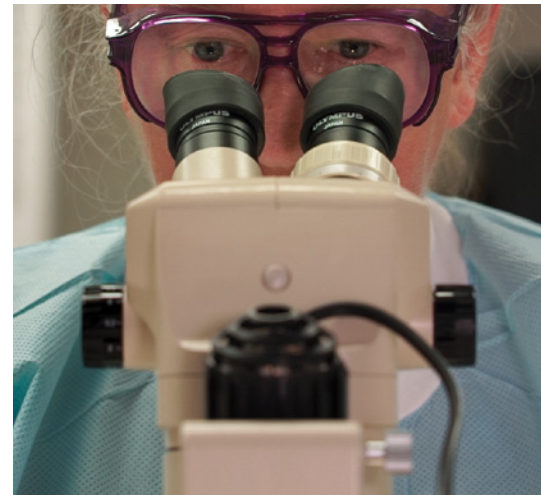




# GOAL 1: Understand

**Better understand when, where, and how people are exposed to and get sick or die from vector-borne diseases**

STRATEGIC PRIORITY	FEDERAL DEPARTMENT WITH ACCOUNTABILITY
1. Conduct research to better understand vectors and vector-borne pathogens, including how they are maintained in the environment, transmitted, and cause illness	DHHS (IOS/OS, CDC, FDA, NIH) DOD DOI (NPS, USGS) USDA
2. Identify risk factors for exposure to vector-borne pathogens and develop risk predictions and decision support tools	DHHS (IOS/OS, CDC, NIH) DOD DOI (NPS, USGS) USDA
3. Maintain and improve surveillance systems for disease vectors, animal hosts, and vector-borne diseases	DHHS (IOS/OS, CDC) DOD DOI (NPS, USGS) USDA
4. Understand the effects of vector-borne diseases on humans, including immune responses, persistence, recurrence, and outcomes	DHHS (IOS/OS, CDC, FDA, NIH) DOD

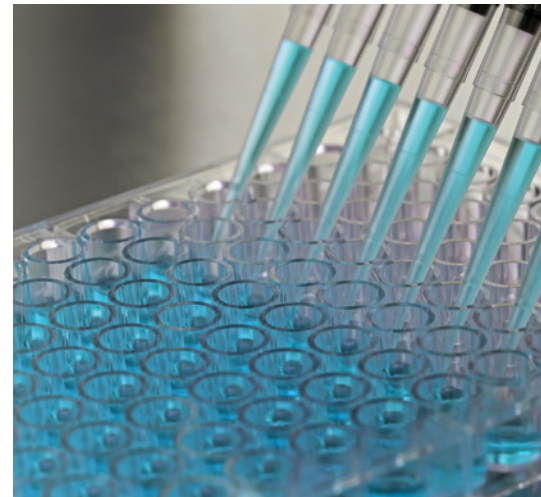
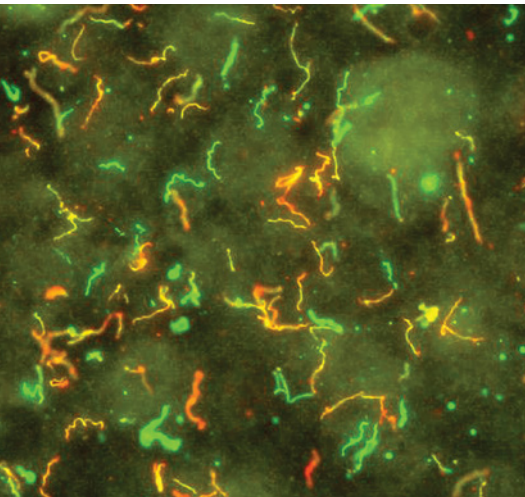




# GOAL 2: Detect and Diagnose

**Develop, evaluate, and improve tools and guidance for the diagnosis and detection of vector-borne diseases**

STRATEGIC PRIORITY	FEDERAL DEPARTMENT WITH ACCOUNTABILITY
1. Identify and characterize novel vector-borne disease pathogens and their clinical manifestations	DHHS (IOS/OS, BARDA <sup>23</sup> , CDC, FDA, NIH) DHS DOD DOI (USGS) USDA
2. Develop, evaluate, and improve diagnostic tests for vector-borne disease pathogens	DHHS (IOS/OS, BARDA, CDC, FDA, NIH) DOD DOI (USGS) USDA
3. Develop and evaluate evidence-based recommendations and guidelines on vector-borne disease diagnosis	DHHS (IOS/OS, CDC) DOD
4. Develop, maintain, and distribute diagnostic resources <sup>24</sup> to facilitate research, development, and testing capacity	DHHS (IOS/OS, CDC, NIH) DOD USDA







## GOAL 3: Prevent and Control

**Develop, evaluate, and improve tools and guidance for the prevention and control of vector-borne diseases**

STRATEGIC PRIORITY	FEDERAL DEPARTMENT WITH ACCOUNTABILITY
1. Develop, evaluate, and improve safe and effective vector-borne disease prevention tools such as vaccines and vector control strategies <sup>25</sup>	DHHS (IOS/OS, BARDA, CDC, FDA, NIH) DOD DOI (USGS) EPA USDA
2. Develop and evaluate evidence-based recommendations and guidelines on vector-borne disease prevention	DHHS (IOS/OS, CDC) DOD DOI (USGS) USDA
3. Develop and evaluate tools and processes for responding to public health emergencies	DHHS (IOS/OS, CDC, FDA, NIH) DOD EPA USDA

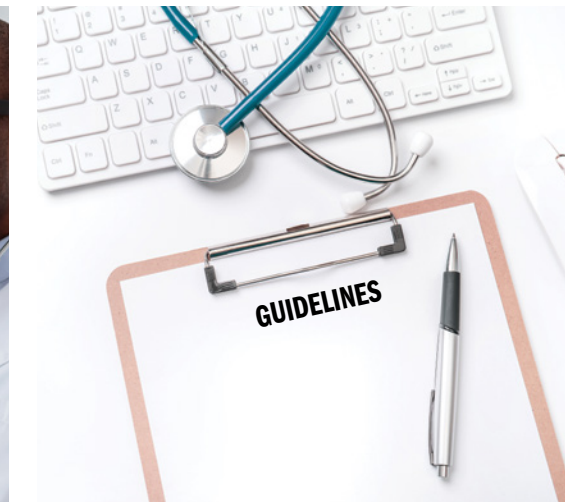




## GOAL 4: Treat

### Develop and assess drugs and treatment strategies for vector-borne diseases

STRATEGIC PRIORITY	FEDERAL ENTITY WITH ACCOUNTABILITY
1. Identify, develop, and evaluate safe and effective drugs and treatment strategies for vector-borne diseases	DHHS (IOS/OS, BARDA, FDA, NIH) DOD DOI (USGS) USDA
2. Develop evidence-based recommendations and guidelines on the treatment and management of vector-borne diseases	DHHS (IOS/OS, CDC) DOD DOI (USGS) USDA
3. Evaluate drug and treatment use patterns to inform treatment guidelines and recommendations	DHHS (IOS/OS, CDC, FDA) DOD DOI (USGS)



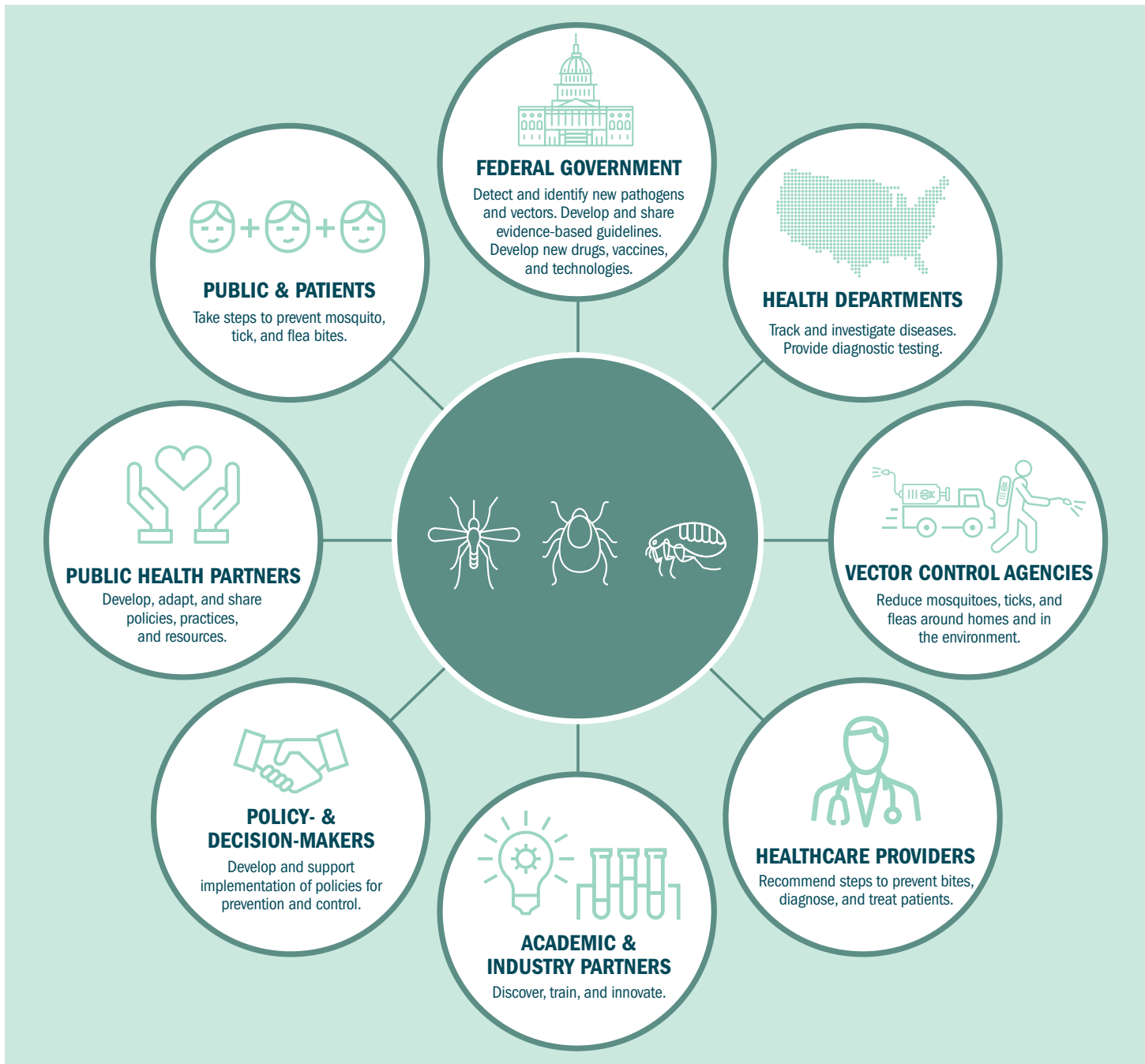


# GOAL 5: Disseminate, Support, and Respond

Disseminate and support the implementation of effective public health vector control products, tools, and programs to prevent, detect, diagnose, and respond to vector-borne disease threats

STRATEGIC PRIORITY	FEDERAL ENTITY WITH ACCOUNTABILITY
1. Disseminate evidence-based information about vector-borne disease prevention and control, guidelines, and recommendations to public health partners and the public	DHHS (IOS/OS, CDC, FDA) DOD DOI (NPS) EPA USDA
2. Ensure current and future capacity to implement safe, effective, and publicly accepted vector-borne disease diagnostics, surveillance, control, and prevention programs <sup>26</sup>	DHHS (IOS/OS, BARDA, CDC, FDA, NIH, IOS/CTO) DOD USDA
3. Implement, monitor, evaluate, and further adapt public health programs and tools	DHHS (IOS/OS, CDC, FDA) DOD DOI (NPS) USDA
4. Respond to public health emergencies resulting from vector-borne disease threats	DHHS (IOS/OS, ASPR, BARDA, CDC, FDA, NIH, IOS/OCTO) DHS (FEMA) DOD DOI (NPS) EPA USDA
5. Clarify, facilitate, and improve processes to bring regulated diagnostic tests, treatment strategies, vaccines, and vector control products and procedures to market	DHHS (IOS/OS, BARDA, FDA, NIH, IOS/CTO) DOD EPA USDA





## Network Map

This document details the strategic priorities of the federal government that will lay a framework for critical vector-borne disease prevention and control activities. However, the federal government cannot address the complex challenges presented by vector-borne diseases alone.

To successfully prevent and control vector-borne diseases in humans, a multidisciplinary set of stakeholders must be engaged, activated, and resourced. The stakeholders include the federal government; state, tribal, local, and territorial health departments; vector control agencies; healthcare providers; academic and industry partners; policy and decision-makers, including Congress and elected community leaders; public health partners, such as nonprofit organizations and associations of medical, entomological, and vector control professionals; and the public, including patients.





## Looking Forward

The *National Public Health Framework for the Prevention and Control of Vector-Borne Diseases in Humans* lays a foundation for the development and execution of a full National Strategy that details the activities needed to accomplish the articulated goals. This National Strategy was authorized by the Kay Hagan TICK Act of 2019 with oversight and coordination delegated to the Office of the Secretary in DHHS. The National Strategy shall include objectives, activities, performance metrics, as well as a coordination and monitoring plan. The plan will address the challenges outlined above and will be prepared by the federal entities accountable for the work, in consultation with stakeholders. To protect the nation and save lives, success depends on continued collaboration, support, leadership, and excellence in innovation and program implementation.

## Participating Federal Departments

### DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

- Centers for Disease Control and Prevention (CDC)
  - *National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)*
  - *National Center for Environmental Health and Agency for Toxic Substances and Disease Registry (NCEH and ATSDR)*
- Immediate Office of the Secretary; Office of the Secretary (IOS/OS), Office of the Assistant Secretary for Health (OASH), and Office of the Chief Technology Officer (IOS/CTO)
- Office of the Assistant Secretary for Preparedness and Response (ASPR), Biomedical Advanced Research and Development Authority (BARDA)
- Food and Drug Administration (FDA)
  - *Office of the Chief Scientist, Office of the Commissioner*
- National Institutes of Health (NIH)
  - *National Institute of Allergy and Infectious Diseases (NIAID)*

### DEPARTMENT OF DEFENSE (DOD)

- Armed Forces Pest Management Board (AFPMB)
- Defense Health Agency, Assistant Director for Combat Support, Public Health Division, Armed Forces Health Surveillance Branch (AFHSB), Global Emerging Infections Surveillance (GEIS)

### DEPARTMENT OF AGRICULTURE (USDA)

- Agricultural Research Service (ARS)
- Animal and Plant Health Inspection Service (APHIS)

### ENVIRONMENTAL PROTECTION AGENCY (EPA)

- Office of Pesticide Programs (Office of Chemical Safety and Pollution Prevention)

### DEPARTMENT OF THE INTERIOR (DOI)

- National Park Service (NPS)
- U.S. Geological Survey (USGS)

### OTHER INTERDEPARTMENTAL PARTICIPANTS

- National Invasive Species Council (NISC) Secretariat

## Consulting Federal Department

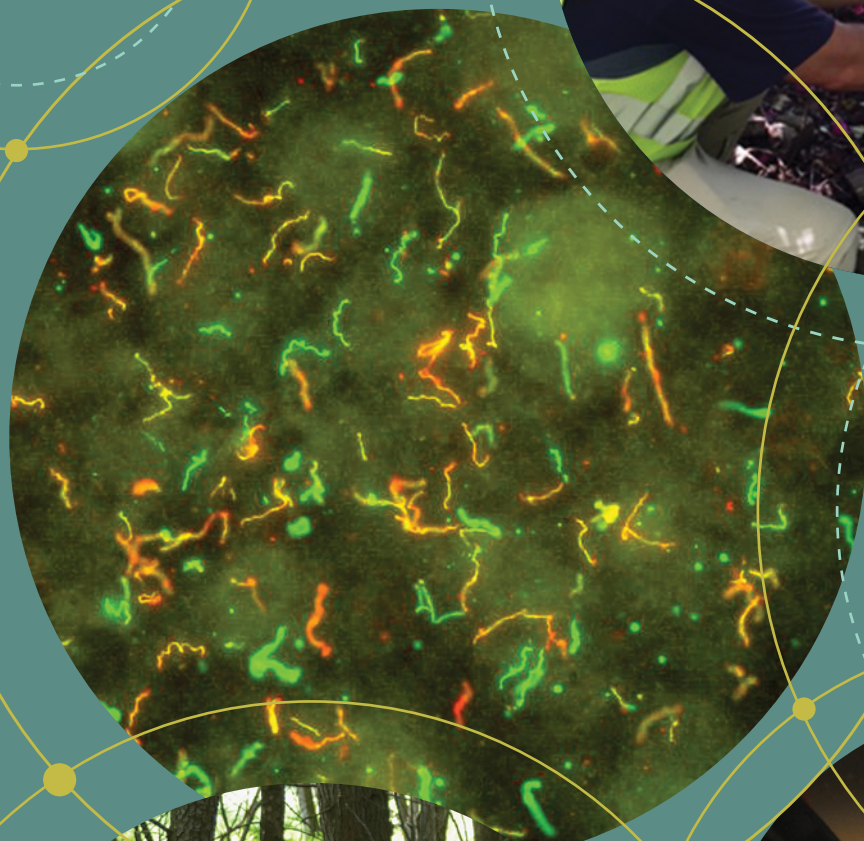
### DEPARTMENT OF HOMELAND SECURITY (DHS)

- Federal Emergency Management Agency (FEMA)

## References

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**New Brown Act Rules for 2023:  
Teleconferencing Rules (AB 361 & AB 2449)  
&  
Public Inspection of Agenda Materials (AB 2647)**

**I. Remote Participation (AB 361 & AB 2449)**

**A. Brown Act Rules pre COVID-19 pandemic:**

Pre-pandemic, Govt. Code Section 54953(b) of the Brown Act allows for local agency officials to participate in a public meeting via teleconference, if the following occurs:

- At least a quorum of the legislative body will be participating in person in local agency's jurisdiction;
- The teleconference location must be specifically identified in the meeting notice and agenda, including the full address and room number (if in a hotel);
- Members of the public must be able to participate or address the legislative body at the teleconference location; and
- The meeting agenda is to be posted at the teleconference location

**B. Governor Newsom's Executive Orders:**

- Commencing in March 2020, Governor Newsome issued a series of Executive Orders designed to contain the COVID-19 virus. These Orders (N-25-20, N-29-20 and N-35-20) declared that California was under a State of Emergency and collectively modified or suspended the requirements of the Brown Act, including the provisions regulating teleconferencing. During this time, legislative bodies were permitted to conduct their meetings via teleconference without fully complying with the teleconferencing rules of the Brown Act if members of the public were also allowed to observe and participate in the meeting by telephone or otherwise electronic means.
- N-08-21 (June 11, 2021): In this Executive Order, Governor Newsom rescinded his previous Order N-29-20 and required that public agencies return to "live" public meetings, held in full compliance with the Brown Act's teleconferencing rules, by October 1, 2021.

**C. AB 361 – effective September 16, 2021 through January 1, 2024:**

In response to the Governor's rescission of Executive Order N-08-21, the state legislature issued AB 361 as an urgency measure. This measure, which sunsets on January 1, 2024, allows legislative bodies to continue to hold public meetings by teleconference— without full compliance of the Brown Act - as long as the following requirements are met:

- There is an existing "state of emergency," as that term is defined by Govt. Code Section 54953(e)(4); and
- The legislative body can make findings that 1) state or local officials have imposed or recommended measures to promote social distances; or 2) that meeting in public



would present imminent risk to the health and safety of the public meeting attendees.

If the state of emergency remains active for more than 30 days, the legislative agency is required to make the required findings by a majority vote every 30 days to continue to use AB 361's exemption under the Brown Act.

**D. AB 2449 – effective January 1, 2023 through January 1, 2026:**

This bill, which amends Gov. Code 54953 and was signed by Governor Newsom on September 13, 2022, provides another mechanism for public officials to participate in public meetings via teleconference without full compliance of the Brown Act.

Note that AB 2449 does not rescind AB 361; public agencies may still invoke the exemptions available under AB 361 until January 1, 2024. However, given that the Governor has announced that the COVID State of Emergency will end on February 28, 2023, one of the requisite findings to proceed under AB 361 will no longer be available and some other local or regional state of emergency would be required to rely on AB 361.

The following are the teleconferencing requirements under AB 2449:

1. Request for Remote Participation: The public official is to provide notice to the legislative body "at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely." *Gov. Code Section 54953 (e)(2)(A)(i) – (ii)*.

This request is to include a general description (not exceeding 20 words) of the circumstances relating to the need to appear remotely. The official is not required to disclose any medical diagnosis or disability, or personal medical information in the written description. The legislative body may approve the request at the start of the meeting.

- a. If Request is Not on Agenda: AB 2449 also allows for the legislative body to consider the request if it does not appear on the 72-hour noticed agenda, as long as the request is due to emergency circumstances and there was not enough time to place the request on the noticed agenda. The vote to add the item to the agenda must be passed by 2/3 of members, or if less than 2/3 are present, by unanimous vote. *Govt. Code Section 54954.2(b)(4)*.
2. "Just Cause or Emergency Circumstances": The request shall include 1 of the 2 reasons for the request, as set forth in *Govt. Code Section 54953(g)*:
    - a. "Just Cause" which means any of the following:
      - (1) Providing childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner that requires the official to participate remotely;

- (2) A contagious illness that prevents a member from attending in person;
    - (3) A need related to a physical or mental disability
    - (4) Travel while on official business of the legislative body or another agency
  - b. OR “Emergency Circumstances” which means a physical or family medical emergency that prevents a member from attending in person.
- 3. Limits on Number of Remote Meetings: There are also limitations on the number of times a public official can use AB 2449 teleconference procedures.
  - a. It may not be used for a period of more than 3 consecutive months, or 20% of the regular meetings within a calendar year, or more than 2 meetings if the body only meets fewer than 10 times a calendar year. *Govt. Code Section 54953 (e)(3)*
- 4. Disclosure of Others Present at Remote Location: The remotely participating official must also disclose whether any individual over the age of 18 is “present” at the remote location. *Govt. Code Section 54953(e)(2)(B)*
- 5. Quorum Requirement: There also must be a quorum of the other members of the legislative body present at one physical location that is in within the local agency’s jurisdiction. *Govt. Code Section 54953(b)(3)*
- 6. Other Provisions of AB 2449:
  - a. AB 2449 also requires that the legislative body provide either a 2-way audiovisual platform or a 2-way telephonic service and a live webcasting of the meeting to allow the public to remotely hear and visually observe the meeting remotely. The remotely attending official must also participate through both audio and visual technology. *Govt. Code Section 54953(f)(2)(C)*
  - b. The bill also adds new requirements for implementing procedures to receiving and promptly resolving requests for accommodations for individuals with disabilities.
  - c. No action can be taken if a disruption event prevents the legislative body from broadcasting the meeting remotely. *Govt. Code Section 54953(f)(1)(D)*

**II. AB 2647 – New Rules on Disclosing Supplemental Agenda Packet Materials (Effective January 1, 2023)**

- A. Previous Law: SB 343 (2007) required that any writings related to an agenda item for a regular open session meeting that are distributed to all or a majority of an agency’s members less than 72 hours before the meeting must also be made available to public

inspection at a designated location at the same time. The materials are also required to be posted on the agency's website. *Govt. Code Section 54957.5*

- B. *Sierra Watch v. Placer County (2021)* – The Court of Appeal (Third District) held that Board of Supervisors violated the Brown Act when the County Clerk disseminated supplemental materials to the Board after normal business hours but did not make materials available to public until next day. In this case, the Clerk received by email an updated development agreement with a memorandum from the developer at 5:36 p.m., and immediately thereafter emailed the updated agreement and memorandum to the Board. However, since the offices were closed, the Clerk was not able to allow for public inspection of the new materials until the next day. The Court of Appeal ultimately held that the County was required to make the supplemental materials available to the public at the same time, and that therefore, the County had violated the Brown Act.
- C. To address the *Sierra* court ruling, AB 2647 was enacted to modify the disclosure requirements in the Brown Act. Now, when a writing is distributed to members of the legislative body with less than 72 hours before the meeting, the agency no longer is required to provide physical copies available at a designated location for the public at the same time. Instead, an agency is now in compliance with the Brown Act if all of the following are met:
1. The initial staff report and staff recommendation is made available at the designated location within 72 hours of the meeting.
  2. If a writing is posted less than 72 hours before a meeting, the writing is to be posted immediately on the agency's website in a position or manner that makes it clear it relates to an agenda item for an upcoming meeting.
  3. The web address of the agency is to be listed on all meeting agendas.
  4. A physical copy of the writing must be made available for public inspection, beginning at the next regular business hours at the designated location.
    - a. However, this requirement is only satisfied if the next regular business hours commence at least 24 hours before the meeting.
- D. AB 2647 does not change the requirement that all writings distributed during a public meeting be made available for public inspection at the public meeting if prepared by the public agency. Writings prepared by another person are to be made available after the meeting. *Govt. Code Section 54957.5(c)*

**AB 2449 – Remote Participation Flow Chart**  
(Effective January 1, 2023 – January 1, 2026)

- **STEP 1: Trustee requests remote participation to the Board/Agency.**
  - **When:** ASAP (at earliest opportunity) up to start of a regular meeting
  - **What:** Generally describe reason for request (not to exceed 20 words). Request does **NOT** need to disclose medical or personal information. Must be either:
    - **Just Cause -**
      - providing childcare or caregiving of immediate family,
      - contagious illness,
      - physical or mental disability,
      - official business travel for public agency, **OR**
    - **Emergency Circumstances –**
      - Physical or family medical emergency.
- **STEP 2: Is the request agendized?**
  - **If yes**, then Board can consider at appropriate time on agenda. Go to **Step 3** below.
  - **If no**, then Board must add **urgency item** to agenda as follows:
    - Describe that there is a request by a Trustee to participate remotely.
    - Describe the reason for the request (Just Cause or Emergency Circumstances).
    - Explain that this item came up after the 72-hour agenda deadline.
    - Board takes action by: (a) finding the item is urgent and needs immediate action and was discovered after the agenda deadline, and (b) voting.
      - Must pass by 2/3 vote of Board (14 affirmative votes) if 14 or more Trustees are voting from a 21-member Board.
      - Must pass unanimously if 11 to 13 Trustees are voting from a 21-member board.
- **STEP 3: Board acts on remote participation request.**
  - **Findings:** Board must make the following four findings:
    - The remotely participating official must disclose whether anyone over 18 years old is present at the remote location.
    - At least 11 (a quorum) of the other Trustees are present at one physical location in the Agency's jurisdiction.
    - The remotely participating Trustee has not exceeded the annual limit:
      - Cannot use for more than 3 consecutive months, or 20% of the regular meetings, or more than 2 meetings if Board meets less than 10x a year.
    - The Board is providing a 2-way audiovisual platform or 2-way telephone service + live webcasting so public can remotely hear and visually observe the meeting.
  - **Vote:** If these findings can be made, then the Board votes on whether the official may participate remotely.
    - As with all other votes, a majority (or at least 11) affirmative votes are required.
- **STEP 4: Repeat Steps 1-3 for additional Trustees** who wish to participate remotely, if necessary.
- **STEP 5: Resume the meeting as agendized** with Trustee(s) participating remotely.
  - All votes at a meeting with a remote Trustee must be taken by **roll call**.
  - No action can be taken if the remote broadcast of the meeting is disrupted.
  - Special procedures are required to promptly resolve requests for disability accommodations.