



Coachella Valley Mosquito and Vector Control District

43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | cvmosquito.org

Board of Trustees Meeting Via Zoom

Tuesday, September 14, 2021

6:00 p.m.

AGENDA

The Board of Trustees will take action on all items on the agenda.

Materials related to an agenda item that are submitted to the Board of Trustees after distribution of the agenda packets are available for public inspection in the Clerk of the Board's office during normal business hours and on the District's website.

In the interest of maintaining appropriate social distancing and to comply with orders issued by Governor Newsom, the Board encourages the public to participate in this meeting via Zoom by calling 1-888-475-4499 (toll-free), Meeting ID: [885 6089 6975](https://us02web.zoom.us/j/88560896975) or click this link to join: <https://us02web.zoom.us/j/88560896975>. If you would like to comment on the agenda item or subject matter within the jurisdiction of the Board, please send an email to the Clerk of the Board by 2:30 p.m. on September 14, 2021, at mtallion@cvmosquito.org.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangements can be made.

1. Call to Order – Benjamin Guitron, President

2. Pledge of Allegiance

3. Roll Call

4. Confirmation of Agenda

5. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 2:30 p.m. on September 14, 2021, at mtallion@cvmosquito.org or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

B. **PUBLIC Comments — NON-AGENDA ITEMS:** Persons wishing to address the Board on items not appearing on the agenda are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established.

6. Recognition

A. Proclamation of the Board of Trustees in recognition of Rene Delgado for his 20 years of service to the District – **Jeremy Wittie, M.S., General Manager (Pg. 6)**

7. Board Reports

A. President's Report – **Benjamin Guitron, President**

Executive Committee oral report and Executive Committee minutes from September 2, 2021 **(Pg. 9)**

B. Finance Committee – **Clive Weightman, Treasurer**

Finance Committee oral report and Finance Committee minutes from July 13, 2021 **(Pg. 14)**

8. Staff Informational Reports

A. Live Reports

- General Manager's Report – **Jeremy Wittie, M.S., General Manager**
- Arbovirus Surveillance and Response update– **Jennifer Henke, M.S., Laboratory Manager; Roberta Dieckmann, Operations Manager; and Tammy Gordon, M.A., Public Information Officer**

- *Questions and/or comments from Trustees regarding the reports*

9. Items of General Consent

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

- A. Minutes for July 13, 2021, Board Meeting **(Pg.17)**
- B. Approval of expenditures for July 9, 2021-September 9, 2021 **(Pg. 26)**
- C. Informational Items:
 - Financials – **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. 28)**
 - Board Business Log **(Pg. 39)**
 - Correspondence **(Pg. 42)**
 - Departmental Reports: Human Resources; Finance; Information Technology; Laboratory & Surveillance Control; Operations; and Public Outreach **(Pg. 45)**
 - Refund from the University of Miami of unspent research fund **(Pg. 68)**
 - Homeland Security Exercise and Evaluation Program (HSEEP), Emmitsburg, MD. – **Tammy Gordon, M.A., Public Information Officer (Pg. 74)**
 - CVUSD Donation Acknowledgement **(Pg. 75)**
 - National Information Officers Association Annual Training Conference, Clearwater FL.– **Tammy Gordon, M.A., Public Information Officer (Pg. 77)**
 - CSDA Annual Meeting– **Jeremy Wittie, M.S., General Manager, Jennifer A. Henke, M.S., Laboratory, and Trustee Bito Larson (Pg. 78)**

10. Old Business

- A. Update and discussion regarding return to in-person meetings – **Jeremy Wittie, M.S., General Manager and Lena Wade, District General Counsel (Pg. 80)**

11. New Business

- A. Discussion and/or approval to enter into an agreement with **Rauch Communication Consultants, Inc.**, for the District’s Strategic Planning needs not to exceed \$19,000 from fund 6095.01.200.000 Professional Fees – *Budgeted, Funds available*– **Jeremy Wittie, MS, General Manager and Board of Trustees Executive Committee (Pg. 82)**

12. Closed Session Public Comments

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please state your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

Closed Session (s):

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I' Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

13. Comments by General Counsel

14. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions

The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.

15. Adjournment

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

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Certification of Posting

I certify that on September 10, 2021, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)


Executed at Indio, California, on September 10, 2021.

Melissa Tallion, Clerk of the Board



RECOGNITION

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

	<p>Coachella Valley Mosquito and Vector Control District</p> <p>Staff Report</p>	<p>September 14, 2021</p>
<p>Agenda Item: Recognition</p> <p>Proclamation of the Board of Trustees in recognition of Rene Delgado for his 20 years of service to the District – Jeremy Wittie, M.S., General Manager</p>		
<p>Background:</p> <p>Rene Delgado began his employment at the District on September 26, 2000, as a Seasonal Vector Control Operator employee. On August 13, 2001, Rene was promoted to the position of Vector Control Technician Trainee; on November 15, 2001, to the position of Vector Control Technician I; and on May 11, 2009, Rene was promoted to the position of Vector Control Technician II.</p> <p>Rene has consistently demonstrated commitment, ability, enthusiasm, and dedication to the District’s mission of protecting the public health of residents and visitors of the Coachella Valley.</p>		
<p>Attachment:</p> <ul style="list-style-type: none"> • Proclamation of the Board of Trustees in recognition of Rene Delgado 		



Coachella Valley Mosquito & Vector Control District

43-420 Trader Place, Indio, CA 92201 (760) 342-8287 (760) 342-8110
www.cvmosquito.org CVmosquito@cvmosquito.org @cvmosquito

A PROCLAMATION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT IN RECOGNITION OF RENE DELGADO FOR HIS TWENTY YEARS OF SERVICE TO THE DISTRICT

WHEREAS, the Coachella Valley Mosquito and Vector Control District (“District”) was established in 1928 as an independent special district by the Riverside County Board of Supervisors with the mission of reducing the risk of disease transmission by mosquitoes and other vectors and the protection of residents and visitors of the Coachella Valley; and

WHEREAS, Rene Delgado has worked for the District and given continuous, faithful, and loyal service for 20 years; and

WHEREAS, Rene Delgado began his employment at the District on September 26, 2000, as a Seasonal Vector Control Operator employee. On August 13, 2001, Rene was promoted to the position of Vector Control Technician Trainee; on November 15, 2001, to the position of Vector Control Technician I; and on May 11, 2009, Rene was promoted to the position of Vector Control Technician II.

WHEREAS, Rene Delgado has consistently demonstrated commitment, ability, enthusiasm, and dedication to the District’s mission of protecting the public health of residents and visitors of the Coachella Valley.

NOW, THEREFORE, BE IT PROCLAIMED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

Rene Delgado is hereby recognized upon his twentieth anniversary for his outstanding contributions and dedication to the District and the citizens of the Coachella Valley.

DATED THIS 14th DAY OF SEPTEMBER 2021.

Benjamin Guitron
President, Board of Trustees

Jeremy Wittie, M.S.
General Manager

BOARD OF TRUSTEES

President BENJAMIN GUITRON IV Indio | Vice President DOUGLAS WALKER Palm Desert
Secretary BITO LARSON County at Large | Treasurer CLIVE WEIGHTMAN Indian Wells
MARK CARNEVALE Cathedral City | DENISE DELGADO Coachella | GARY GARDNER Desert Hot Springs | VACANT La Quinta
DR. DOUGLAS KUNZ Palm Springs | ISAIAH HAGERMAN Rancho Mirage | JANELL PERCY County at Large | JEREMY WITTIE General Manager



BOARD REPORTS

Coachella Valley Mosquito and Vector Control District
Executive Committee Meeting Via Zoom
Minutes

TIME AND DATE: 3:30 p.m. Thursday, September 2, 2021

LOCATION: 43420 Trader Place, Indio, CA 92201

TRUSTEES PRESENT:

Indio	Benjamin Guitron, President (joined the meeting at 4:14 pm)
Palm Desert	Doug Walker, Vice President
County at Large	Bito Larson, Secretary
Indian Wells	Clive Weightman, Treasurer

ABSENT:

None

Members of the Public present: No

OTHERS PRESENT:

Jeremy Wittie, M.S., General Manger
Melissa Tallion, Clerk of the Board

1. **Call to Order:** *Vice President Doug Walker called the meeting to order at 3:40 p.m.*
2. **Roll Call:** *Roll call indicated three of the four Committee members were present.*
3. **Confirmation of Agenda:** *There was a consensus to approve the agenda as presented.*
4. **Public Comments:**
 - A. **AGENDA ITEMS** - *None*
 - B. **NON-AGENDA ITEMS** - *None*
5. **Review of September 14, 2021, draft Board meeting agenda**

The draft September Board meeting agenda was reviewed by the Committee. Trustee Weightman commented on item #11 Strategic Planning and wanted to make sure that during the September Board meeting a timeline for the planning would be outlined. Trustee Larson had a comment on the Public Comment section of the agenda. Discussion ensued. The General Manager will consult with District Legal Counsel and at the next executive meeting scheduled for September 30, will return with further information regarding requirements of the Brown Act which will facilitate the Executive Committee's discussion on streamlining the Board Meeting Agenda in preparation for the October Board meeting.

6. Old Business

- A. Update and Discussion regarding COVID-19 and District programs, policies, and procedures.

Jeremy Wittie gave an update on the COVID-19 District policies. The District is currently requiring all staff to continue to wear a mask regardless of vaccination status. Jeremy Wittie is waiting on an update of AB361 which would extend the Executive Order to allow remote meetings.

7. New Business

- A. Abatement Hearing Committee Appointment

The Executive Committee appointed Trustee Bito Larson to the Abatement Hearing Committee

On a motion from President Guitron seconded by Trustee Weightman, and passed by the following roll call votes, the Executive Committee approved the appointment of Trustee Bito Larson to the Abatement Hearing Committee.

Ayes: President Guitron, Trustees Walker, and Weightman

Noes: None.

Abstained: None

Absent: Trustee Larson

- B. Discussion regarding Strategic Planning proposals and potential recommendation to the full Board of Trustees.

Three strategic planning consultant proposals were reviewed by the Committee.

A discussion ensued.

Recommendation: *The Executive Committee decided to recommend Rauch Communication Consultants, Inc. to the full Board for approval at the September Board Meeting.*

On a motion from Trustee Walker seconded by Trustee Weightman, and passed by the following roll call votes, the Executive Committee approved the recommendation of Rauch Communication Consultants, Inc. as the District's Strategic Planning Consultant

Ayes: President Guitron, Trustees Larson, Walker, and Weightman

Noes: None.

Abstained: None

Absent: None

8. Trustee/staff comments

None

9. Confirmation of next meeting

The next meeting was scheduled for Thursday, September 30, 2021, at 3:30 p.m.

10. Adjournment

The meeting was adjourned by President Guitron at 4:40 p.m.

Melissa Tallion

From:
Sent: Tuesday, July 13, 2021 2:19 PM
To: Melissa Tallion; Edward Prendez
Subject: Public Comment

Dear CVMVCD Clerk of the Board,

Please allow for Public comment(s) on the agenda item(s) and subject matter within the jurisdiction of the board of the Coachella Valley Mosquito and Vector Control District (CVMVCD).
All open public meetings for July 13, 2021

Sincerely,

Brad Anderson | Rancho Mirage, CA.

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Finance Committee Meeting Via Zoom Minutes

TIME 4:30 p.m. **DATE:** July 13, 2021

LOCATION: 43420 Trader Place Indio, CA 92201

COMMITTEE MEMBERS PRESENT:

Indian Wells	Clive Weightman
County at Large	Bito Larson
Rancho Mirage	Isaiah Hagerman

COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Jeremy Wittie, M.S., General Manager
David l'Anson, MPA, MBA/ACC., Administrative Finance Manager
Melissa Tallion, Executive Assistant/Clerk of the Board

MEMBERS OF THE PUBLIC PRESENT:

Mr. Brad Anderson

- 1. Call to Order:** *Treasurer Weightman called the meeting to order at 4:32 p.m.*
- 2. Roll Call:** *Roll call indicated three (3) Committee members out of three (3) were present.*
- 3. Confirmation of Agenda:** *The agenda was confirmed as presented.*

4. Public Comments:

One written public comment was received from Mr. Brad Anderson. His email was distributed to the Finance Committee and is attached for the record. Mr. Anderson was in attendance.

5. Items of General Consent

Approval of Minutes from June 8, 2021, Finance Committee Meeting
On a motion from Trustee Hagerman seconded by Trustee Larson, and passed by the following roll call votes, the Committee approved the minutes as presented.

Ayes: Treasurer Weightman and Trustees Hagerman and Larson.

Noes: None.

Abstained: None

Absent: None

6. Discussion, Review, and/or Update

- A. Review of Check Report from Abila MIP for the period of June 9, 2021, to July 8, 2021

A discussion ensued concerning a few checks that needed further explanation.

- B. CalCard Charges – May 23, 2021 to June 22, 2021

The Finance Committee was informed by District Staff that the New report had the complete entries and was available for review. A discussion ensued concerning a few charges that needed further explanation.

- C. Review of June 2021 2021 Financials and Treasurers Report

The documents were reviewed.

7. Old Business

- A. None

8. New Business

- A. Review of finance-related items on Board Agenda

The Finance Committee fully supports the Board and all Finance-related items as well as items relating to the Public Hearing for the Benefit Assessment.

8. Schedule Next Meeting: *The next Finance Committee meeting is scheduled via Zoom for Tuesday, September 14, 2021, at 4:30 p.m.*

10. Trustee and/or Staff Comments/Future Agenda Items: *None*

11. Adjournment: *The meeting was adjourned by Treasurer Weightman 4:53 p.m.*

Melissa Tallion

From: >
Sent: Tuesday, July 13, 2021 2:19 PM
To: Melissa Tallion; Edward Prendez
Subject: Public Comment

Dear CVMVCD Clerk of the Board,

Please allow for Public comment(s) on the agenda item(s) and subject matter within the jurisdiction of the board of the Coachella Valley Mosquito and Vector Control District (CVMVCD).
All open public meetings for July 13, 2021

Sincerely,

Brad Anderson | Rancho Mirage, CA.



GENERAL CONSENT

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

**Board of Trustees Meeting Via Zoom
Minutes**

MEETING TIME: 6:00 p.m. Tuesday, July 13, 2021

LOCATION: 43420 Trader Place, Indio, CA 92201- Via Zoom

TRUSTEES PRESENT

PRESIDENT: Ben Guitron	Indio
VICE PRESIDENT: Doug Walker	Palm Desert
SECRETARY: Bito Larson	County at Large
TREASURER: Clive Weightman	Indian Wells
Denise Delgado	Coachella
Isaiah Hagerman	Rancho Mirage
Dr. Doug Kunz	Palm Springs
Janell Percy	County at Large

TRUSTEES ABSENT

Mark Carnevale	Cathedral City
Gary Gardner	Desert Hot Springs
Vacant	La Quinta

STAFF AND GENERAL COUNSEL PRESENT

Jeremy Wittie, General Manager
Robert Patterson, Legal Counsel, SBEMP
Crystal Moreno, Human Resources Manager
David I'Anson, Administrative Finance Manager
Jennifer Henke, Laboratory Manager
Gregorio Alvarado, Acting Operations Manager
Kim Hung, Vector Ecologist
Tammy Gordon, Public Information Officer
Melissa Tallion, Executive Assistant/Clerk of the Board
Stacey Reynolds, Willdan Financial Services
Sabina Haug, Willdan Financial Services

Other staff members joined the zoom meeting as well.

MEMBERS OF THE PUBLIC PRESENT

Mr. Brad Anderson

- 1. Call to Order** *President Guitron called the meeting to order at 6:02 p.m.*

2. Pledge of Allegiance *Jeremy Wittie, General Manager led the Pledge of Allegiance.*

3. Roll Call *At roll call, Eight (8) Trustees out of eleven (11) were present.*

4. Confirmation of Agenda

President Guitron inquired if there were any agenda items to be shifted. Upon no objections by Board Trustees, the agenda was confirmed.

5. Public Hearing for Benefit Assessment

A. Open Public Hearing - *President Benjamin Guitron, announced the public hearing was now commencing.*

B. Public Comments – *President Benjamin Guitron welcomed public comments regarding the benefit assessment. Mr. Brad Anderson went on the record to oppose the recurring benefit assessment*

C. Approval of Resolution 2021-08 Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering the Levy of Assessments for the Fiscal Year 2021-2022 for the Coachella Valley Mosquito and Vector Control District Mosquito, Fire Ant and Disease Control Assessment.

David l’Anson, Administrative Finance Manager, introduced this agenda item and provided an overview and background information. President Guitron welcomed questions from Trustees. Treasure Clive Weightman and the Finance Committee fully support the recommendation to approve Resolution 2021-08.

On a motion from Trustee Hagerman seconded by Trustee Weightman, and passed by the following roll call votes, the Board of Trustees approved Resolution 2021-08.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Larson, Percy, Walker, and Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale and Gardner

D. Close Public Hearing – *President Benjamin Guitron closed the public hearing. President Guitron thanked the Staff and Finance Committee.*

6. Public Comments -

One written public comment was received from Mr. Brad Anderson. His email was distributed to the Board of Trustees and is attached for the record. Mr. Anderson was in attendance.

Mr. Anderson also commented on other topics, including agenda and non-agenda items.

7. Board Reports

President's Report:

President Guitron stated the Executive Committee had held its meeting on June 23, 2021, and reviewed the draft agenda and the Committee revised it as needed. President Guitron mentioned the later discussion about the return to in-person meetings.

Treasurer's Report:

Treasurer Weightman reported the Finance Committee had held its meeting before the Board meeting to review the check report, CalCard charges, and financials for the period ending June 2021. David reported and the Finance Committee agreed that the District will end the year with a \$1.5M surplus which will allow the District to pre-pay to CalPERS.

8. Staff Information Reports

A. Live Reports

- General Manager's Report – **Jeremy Wittie, M.S., General Manager**

Jeremy Wittie, General Manager gave a brief update regarding surveillance control activity. Good news! West Nile Virus has not been detected. Area Wide Larval Control Applications took place on 7/10. 3 neighborhoods in Cathedral City, Coachella, and Palm Springs have been identified due to higher numbers of Aedes mosquitoes. Thank you to our Operations, Shop, Laboratory, and Public Outreach teams to make these large efforts happen. The District office opened to visitors on June 15th with mask requirements. July 17th the District implemented the new Cal OSHA workplace requirements. Trustees Walker and Kunz inquired about the MVCAC fall meeting and if there would be a hybrid option. Jeremy will get more information and update the Trustees.

- Arbovirus Surveillance and Response update (as necessary) – **IVM Staff**
There wasn't anything to report

9. Items of General Consent

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. Any member of the Board may request an item be pulled from Items of General Consent for a separate discussion.

A. Minutes for June 8, 2021, Board Meeting

B. Approval of expenditures for June 4, 2021, to July 8, 2021

C. Review and Approval of the District's Professional Development Calendar for FY2021-2022 and Resolution 2021-09 - **Jeremy Wittie, M.S., General Manager**

D. Informational Items:

- Financials – **David l’Anson, MPA, MBA/ACC., Administrative Finance Manager**
- Board Business Log
- Correspondence
- Semi-Annual research reports from the University of California, Davis, University of California, Riverside, Mount Sinai School of Medicine, and the USDA for 2021 – **Jennifer A. Henke, M.S., Laboratory Manager**

On a motion from Trustee Kunz and seconded by Trustee Weightman, and passed by the following roll call votes, the Board of Trustees approved items all items of General Consent.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

10. Old Business

- A. Continued discussion regarding return to in-person meetings – **Jeremy Wittie, M.S., General Manager**

Staff is recommending that the Board adhere to and adopt the Cal OSHA / District COVID-19 prevention program when returning to in-person meetings. Staff is recommending that the Board certify with HR their vaccination status. Face covering required for un-vaccinated Board members and staff. All members of the public are required to wear a face-covering while in District buildings.

On a motion from Trustee Hagerman and seconded by Trustee Percy, and passed by the following roll call votes, the Board of Trustees Board agrees to adhere to and adopt Cal/OSHA / District COVID-19 prevention program when returning to in-person meetings.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

Jeremy Wittie, General Manager summarized the discussion from the June 23, 2021, Executive Committee meeting to return in September as a hybrid meeting with a return to full in-person meetings in October. The current Executive Order expires on September 30, 2021. Due to the estimated cost to hold a hybrid Board Meeting, the staff is recommending that we hold off and fully return to an in-person meeting in October. President Guitron agrees with staff and asked for input from the Trustees. With a consensus from the Board, we will return to in-person meetings in October.

11. New Business

- A. Discussion regarding the development and timeline for the District's 2022 Strategic Plan - **Jeremy Wittie, M.S., General Manager**

Jeremy Wittie, General Manager gave a brief history of the previous 3 Strategic Plans. Trustees commented that the prior Strategic Planning process has been effective, helpful, and a positive experience. It was agreed that Strategic Planning provides a good roadmap and goal-setting opportunity for Staff and Trustees. The staff has budgeted for the planning process and to hire a consultant who specializes in Special District Strategic Planning.

Staff is recommending the following process:

-July/August: Request for qualifications

-August/September: Review with Executive Committee and General Manager

-September 14, 2021, Board Meeting: Executive Committee will bring their recommendation to the Board.

Fall: Tentative in-person workshop

On a motion from Trustee Delgado and seconded by Trustee Hagerman, and passed by the following roll call votes, the Board of Trustees Board agrees to allow staff to begin the Strategic Planning process.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

- B. Discussion regarding the Sterile Insect September workshop and dates for the workshop - **Jennifer A. Henke, M.S., Laboratory Manager**

Jennifer Henke, Laboratory Manager introduced this agenda item and gave a brief overview and background information. Melissa Tallion, Clerk of the Board

provided the results of the Board of Trustees survey. The Trustees discussed the two options and agreed to hold the workshop on September 10, 2021, from 1 pm-3 pm.

On a motion from Trustee Kunz and seconded by Trustee Hagerman, and passed by the following roll call votes, the Board of Trustees Board agreed to hold the Sterile Insect workshop on September 10, 2021, from 1 pm – 3 pm.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

- C. Approval to enter into an agreement for The Market Research Project in an amount not to exceed \$60,000 from Professional Fees fund – Budgeted, Funds Available - **Tammy Gordon, MA, Public Information Officer and David l'Anson, MPA, MBA/ACC., Administrative Finance Manager**
Tammy Gordon, Public Information Officer introduced this agenda item and provided a summary and background information. Tammy explained the goals and objectives of the project that include how to send better messages about the work at the District to reach all members of the public. This project will be finished by the end of the calendar year 2021.

On a motion from Trustee Weightman and seconded by Trustee Hagerman, and passed by the following roll call votes, the Board of Trustees Board approved the agreement for the Market Research Project, not to exceed \$60,000.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

- D. Discussion and/or approval to purchase chemical control products in an amount not to exceed \$530,940.79 from fund 7800.01.500.028,

7850.01.501.028, and 7850.01.502.028 Field Chemical Control – Budgeted, Funds Available – **Gregorio Alvarado, Acting Operations Manager**
Gregorio Alvarado, Acting Operations Manager, introduced this agenda item and provided a summary and background information.

On a motion from Trustee Walker and seconded by Trustee Percy, and passed by the following roll call votes, the Board of Trustees Board approved the purchase of chemical control products in an amount not to exceed \$530,940.79.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

E. Accept the resignation of Trustee Doug Hassett - **Jeremy Wittie MS, General Manager**

Jeremy Wittie, General Manager introduced this agenda item and mentioned that Trustee Hassett resigned from his position on the CVMVCD Board of Trustees effective June 30, 2021. Trustee Hassett was selected to serve on the La Quinta City Planning Commission, a position he has long desired to serve. The Board of Trustees and Staff commented with well wishes and goodbyes. Trustee Hassett will be missed.

On a motion from Trustee Hagerman and seconded by Trustee Delgado, and passed by the following roll call votes, the Board of Trustees Board accepted the resignation of Trustee Doug Hassett.

Ayes: President Guitron; Trustees Delgado, Hagerman, Kunz, Percy, Walker, Weightman

Noes: None.

Abstained: None

Absent: Trustees Carnevale, Gardner, and Larson

12. Closed Session Public Comments

Closed Session (s):

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Lena D. Wade, Crystal Moreno, and David I' Anson.

Employee Organizations: California School Employees Association and Teamsters Local 911.

There were no public comments for Closed Session items.

13. Comments by General Counsel

Upon return from closed session, Mr. Robert Patterson informed those in attendance there was no reportable action.

14. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions

The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.

15. Adjournment *President Guitron adjourned the meeting at 7:51 pm.*

Benjamin Guitron
President

Bitto Larson
Secretary

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

July 9 - August 11, 2021

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	July 9, 2021	197,746.82	
	Payroll Disbursement	July 23, 2021	195,871.41	
	Payroll Disbursement	August 6, 2021	203,844.01	
				597,462.24
Pre-Approved Expenditures Utilities/Benefits:				
43602	CalPERS Healthcare Acct	Healthcare Retired/Active 8/2021	81,589.38	
43589	Principal Life Insurance Co.	Dental/Life Insurance 8/2021	10,317.48	
43603	Standard Insurance Company	LTD Premium 8/2021	3,257.41	
43604	Vision Service Plan (CA)	Vision Care Plan 8/2021	993.99	
43556	CalPERS-Retirement Acct	Retirement Contributions: 06/11/2021PP	88,218.48	
43557	ICMA Retirement Trust	Deferred Compensation Contributions: 06/11/2021PP	29,087.25	
				417,308.00
Pre-Approved Expenditures less than \$10,000.00:				
43558	Graciela Morales	Tuition Reimbursement	1,908.00	
43559	Department of Environmental Health	Permits	1,782.00	
43560	Advance Imaging Systems	Contract Services	281.80	
43561	Airgas Dry Ice	Dry Ice	2,113.50	
43562	Alpha Media LLC	Advertising	2,609.00	
43563	American Engraving Co.	Office Supplies	204.44	
43564	CarQuest Auto Parts	Vehicle Parts & Supplies	275.28	
43566	Cintas Corporation #3	Equipment Rental	4,123.27	
43567	CleanExcel	Janitorial Services	6,751.00	
43568	C&R Wellness Works	Employee Assistance Services	292.50	
43569	CSI Ceja Security International	Security Patrol Services	1,075.00	
43570	Desert Air Conditioning	Repair & Maintenance	1,575.01	
43571	Desert Electric Supply	Repair & Maintenance	81.80	
43572	Desert Fire Extinguisher Co., Inc.	Repair & Maintenance	364.83	
43573	Desert Sun Publishing Co	Advertising	563.20	
43574	Employee Relations Inc.	Recruitment/Advertising	294.12	
43575	Fedak & Brown, LLP	Professional Services	4,335.00	
43576	Gulf California Broadcast Company	Advertising	3,260.00	
43577	Juan Carlos Herrera	Professional Development	175.00	
43578	Hypertec USA Inc	Cloud Computing Services	36.53	
43579	Indio Emergency Medical Group	Physician Fees	405.00	
43580	Jernigan's Sporting Goods, Inc.	Safety Expense	619.07	
43581	Johnson Controls, Inc.	Repair & Maintenance	1,665.84	
43582	Kwik Kleen Of The Desert	Offsite Vehicle Maintenance & Repair	154.00	
43583	Marlin Business Bank	Contract Services	705.79	
43585	Mowers Plus	Repair & Maintenance	35.55	
43586	Pitney Bowes Purchase Power	Contract Services	537.91	
43587	Powers Awards	Repair & Maintenance	55.17	
43588	Praxair Distribution, Inc.	Cylinder Rentals	56.62	
43590	Puretec Industrial Water	Equipment Parts & Supplies	315.51	
43591	Refrigeration Supplies Distributor	Repair & Maintenance	679.78	
43592	RM Broadcasting LLC	Advertising	4,370.00	
43593	Salton Sea Air Service	Aerial Application	6,218.94	
43594	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	4,000.00	
43596	Veolia ES Technical Solutions, LLC	Operating Supplies	486.99	
43597	UPS	Postage	336.63	
43598	Waterlogic Americas LLC	Employee Support	271.50	
43599	Waxie Sanitary Supply	Field Supplies	29.10	
43600	Western Pump	Motor Fuel & Oils	275.00	
43601	Willdan Financial Services	Benefit Assessment Expense	6,888.86	
Cash - California Bank & Trust Checking				61,038.54
Cash - California Bank & Trust Checking				
43595	SC Commercial LLC dba SC Fuels	Motor,Fuel, Oil	13,371.16	
43605	U.S. Bank	Calcard For July	47,177.36	
Cash - California Bank & Trust Check Run Total to be Approved				60,548.52
Total Expenditures: July 9 - August 11, 2021				1,136,357.30

Benjamin Guitron, President

Clive Weightman, Treasurer

Coachella Valley Mosquito and Vector Control District

Checks Issued for the Period of:

August 12 - September 9, 2021

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	August 20, 2021	207,116.98	
	Payroll Disbursement	September 3, 2021	212,259.28	
				419,376.26
Pre-Approved Expenditures Utilities/Benefits:				
43607	CalPERS Healthcare Acct	Healthcare Retired/Active 9/2021	84,092.20	
43613	Principal Life Insurance Co.	Dental/Life Insurance 9/2021	10,317.48	
43614	Standard Insurance Company	LTD Premium 9/2021	3,218.47	
43615	Vision Service Plan (CA)	Vision Care Plan 9/2021	974.50	
43608	CalPERS-Retirement Acct	Retirement Contributions: 07/23/2021PP,08/06/2021PP, 08/20/2021PP	88,394.87	
43609	ICMA Retirement Trust	Deferred Compensation Contributions: 07/23/2021PP, 08/06/2021PP, 08/20/2021PP	28,974.06	
				215,971.58
Pre-Approved Expenditures less than \$10,000.00:				
43606	Abila	Cloud Computing Services	1,664.50	
43610	Marlin Business Bank	Contract Services	803.14	
43611	Pitney Bowes Global Financial Svcs	Contract Services	330.31	
43612	Pitney Bowes Purchase Power	Contract Services	475.58	
43616	Advance Imaging Systems	Contract Services	362.76	
43617	Airgas Dry Ice	Dry Ice	1,118.33	
43619	Cintas Corporation #3	Safety Expense	2,582.35	
43620	CleanExcel	Janitorial Services	6,891.00	
43621	Cooperative Personnel Services dba CPS HR Consulting	Professional Fees	1,080.00	
43622	C&R Wellness Works	Employee Assistance Services	324.00	
43623	CSI Ceja Security International	Security Patrol Services	2,150.00	
43624	Daniel's Tire Service	Tire Services	2,048.92	
43625	Desert Sun Publishing Co	Recruitment/Advertising	712.80	
43626	Eisenhower Occupational Health Serv	Physician Fees	110.00	
43627	Employee Relations Inc.	Recruitment/Advertising	40.02	
43628	Fedak & Brown, LLP	Professional Services	8,192.00	
43629	High Tech Irrigation, Inc.	Repair & Maintenance	49.49	
43630	Indio Emergency Medical Group	Physician Fees	520.00	
43631	Jernigan's Sporting Goods, Inc.	Safety	638.47	
43632	Johnson Controls, Inc.	Repair & Maintenance	1,592.00	
43633	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	424.65	
43634	Graciela Morales	Tuition Reimbursement	480.00	
43635	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	1,713.29	
43636	Ocean Air Helicopters Inc.	Aerial Application	9,200.00	
43637	Praxair Distribution, Inc.	Cylinder Rentals	57.94	
43638	Puretec Industrial Water	Repair & Maintenance	377.56	
43639	Refrigeration Supplies Distributor	Repair & Maintenance	94.61	
43642	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	5,925.00	
43644	Veolia ES Technical Solutions, LLC	Operating Supplies	402.25	
43645	UPS	Postage	80.09	
43646	Waterlogic Americas LLC	Employee Support	106.57	
43647	Zaretsky Engineering Solutions	Repair & Maintenance	1,200.00	
				51,747.63
Cash - California Bank & Trust Checking				
Cash - California Bank & Trust Checking				
43640	Research America	Professional Services	29,000.00	
43641	Salton Sea Air Service	Aerial Application	35,262.96	
43643	SC Commercial LLC dba SC Fuels	Motor,Fuel, Oil	12,357.71	
43648	U.S. Bank	Calcard For August	71,085.25	
				147,705.92
Cash - California Bank & Trust Check Run Total to be Approved				
Total Expenditures: August 12 - September 9, 2021				834,801.39

Ben Guitron, President

Clive Weightman, Treasurer



FINANCE REPORTS

Coachella Valley Mosquito and Vector Control District
FINANCES AT A GLANCE
ALL FUNDS COMBINED
For the Month Ended August 31, 2021

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	12,743,152	(534,286)	12,208,865
CASH	190,154	9,024	199,178
INVESTMENTS & CASH	12,933,305	(525,262)	12,408,043
CURRENT ASSETS	2,094,494	(154,490)	1,940,004
FIXED ASSETS	9,627,670	-	9,627,670
OTHER ASSETS	5,511,357	-	5,511,357
TOTAL ASSETS	30,166,827	(679,752)	29,487,075
TOTAL LIABILITIES	6,002,825	(59,454)	5,943,371
TOTAL DISTRICT EQUITY	24,164,002	(620,298)	23,543,704
TOTAL LIABILITIES & EQUITY	30,166,827	(679,752)	29,487,075
RECEIPTS			
		\$ 99,769	
CASH DISBURSEMENTS			
Payroll	\$ 410,961		
General Admin	\$ 214,055		
Total Cash Disbursements		\$ (625,016)	
NON-CASH ENTRIES:			
Accrual Modifications - Changes in A/P, A/R & Pre-paid insurance		\$ (154,505)	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ (679,752)	

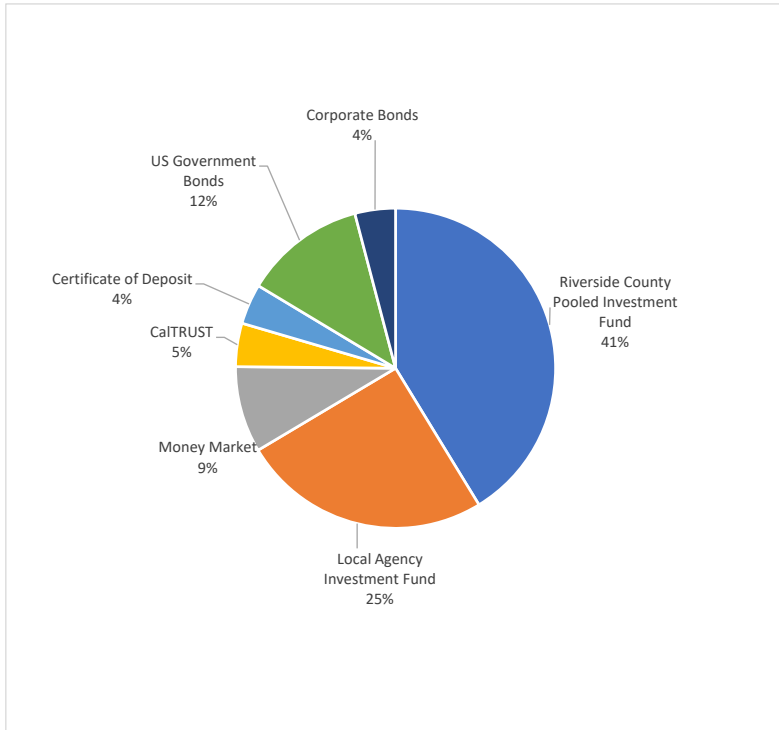
CVMVCD
 Cash Journal - deposits
 From 8/1/2021 Through 8/31/2021

<u>Effective ...</u>	<u>Transaction Description</u>	<u>Deposits</u>	<u>Payee/Recipient Name</u>
8/31/2021	August Receipts	9.55	California Bank & Trust
8/31/2021	August receipts	15,000.00	Coachella Valley Unified School District
8/31/2021	August receipts	52,598.87	Riverside County
8/31/2021	August receipts	32,092.98	UNIVERSITY OF MIAMI
8/31/2021	August Receipts - Misc	<u>67.85</u>	
Report Total		<u><u>99,769.25</u></u>	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
INVESTMENT FUND BALANCES AS OF AUGUST 31, 2021**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	BALANCE
LAIF	Common Investments			0.22%	2,739,279	30,629	43,847	259,827	\$ 3,073,582
Riverside County	Funds 51105 & 51115			0.30%	4,490,452	50,210	71,877	425,930	\$ 5,038,470
CalTRUST	Medium Term Fund			0.21%	476,783	5,331	7,632	45,224	\$ 534,970
CA Bank & Trust	Market Rate			0.02%	948,134	10,602	15,176	89,933	\$ 1,063,845
BMW Bank	Certificate of Deposit	11/20/2020	11/20/2025	0.50%			59,760	189,240	\$ 249,000
State BK of India	Certificate of Deposit	11/23/2020	11/24/2025	0.55%			59,760	189,240	\$ 249,000
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%			180,000	570,000	\$ 750,000
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%			180,000	570,000	\$ 750,000
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%			120,000	380,000	\$ 500,000
Total Investments					8,654,648	96,772	738,052	2,719,394	\$ 12,208,865

**PORTFOLIO COMPOSITION AS OF AUGUST 31, 2021
WEIGHTED YIELD 0.32%**



In compliance with the California Code Section 53646; the Finance Administrator of the Coachella Valley Mosquito and Vector Control District hereby certifies that sufficient liquidity and anticipated revenue are available to meet the District's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Coachella Valley Mosquito and Vector Control District's adopted investment policy

Respectfully submitted

NOTED AND APPROVED

CVMVCD
Statement of Revenue and Expenditures
August 31, 2021

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Revenues									
4000	Property Tax - Current	4,121,655	0	0	0	0	0	(4,094,440)	(100)%
4010	Property Tax - Curr. Sup	30,561	0	0	0	0	0	(31,160)	(100)%
4020	Property Tax - Curr. Un:	170,821	0	0	0	0	0	(167,217)	(100)%
4030	Homeowners Tax Relief	36,430	0	0	0	0	0	(37,173)	(100)%
4070	Property Tax - Prior Sup	23,736	0	0	0	0	0	(27,926)	(100)%
4080	Property Tax - Prior Uns	9,069	0	0	0	0	0	(8,891)	(100)%
4090	Redevelopment Pass-Tr	5,406,064	0	0	0	0	0	(4,659,669)	(100)%
4520	Interest Income - LAIF/	42,000	0	1,301	0	10	10	(118,699)	(99)%
4530	Other Miscellaneous Re	63,000	10,500	68	5,250	68	(5,182)	(62,932)	(100)%
4551	Benefit Assessment Incr	2,299,810	0	0	0	0	0	(2,299,810)	(100)%
Total Revenues		12,203,146	10,500	1,369	5,250	77	(5,173)	(11,507,918)	(100)%

Expenditures

Payroll Expenses

5101	Payroll - FT	5,373,288	872,985	610,759	262,226	436,492	192,276	244,217	4,762,529	89 %
5102	Payroll Seasonal	203,400	33,900	29,200	4,700	16,950	11,434	5,516	174,200	86 %
5103	Temporary Services	6,900	6,900	0	6,900	0	0	0	6,900	100 %
5105	Payroll - Overtime Expe	45,120	7,520	782	6,738	3,760	27	3,733	44,338	98 %
5150	CalPERS State Retireme	1,873,120	1,446,383	1,404,927	41,456	41,680	77,171	(35,492)	468,194	26 %
5155	Social Security Expense	331,680	53,927	40,883	13,044	26,963	13,016	13,947	290,797	88 %
5165	Medicare Expense	77,570	12,612	9,561	3,051	6,306	3,044	3,262	68,009	88 %
5170	Cafeteria Plan	1,141,827	184,624	264,232	(79,608)	92,312	98,784	(6,472)	877,594	77 %
5172	Retiree Healthcare	372,588	62,098	69,851	(7,753)	31,049	31,962	(913)	302,737	81 %
5180	Deferred Compensation	108,010	17,793	10,998	6,796	8,897	23,362	(14,466)	97,013	90 %
5195	Unemployment Insuran	34,236	5,452	1,392	4,060	2,726	440	2,286	32,845	96 %
Total Payroll Expenses		9,567,740	2,704,194	2,442,585	261,609	667,135	451,517	215,618	7,125,155	74 %

CVMVCD
Statement of Revenue and Expenditures
August 31, 2021

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Administrative Expenses									
5250 Tuition Reimbursement	20,000	3,333	480	2,853	1,667	480	1,187	19,520	98 %
5300 Employee Incentive	15,500	2,583	136	2,448	1,292	0	1,292	15,364	99 %
5301 Employee Support	0	0	213	(213)	0	213	(213)	(213)	0 %
5302 Wellness	5,600	933	0	933	467	0	467	5,600	100 %
5305 Employee Assistance Program	3,200	533	617	(83)	267	324	(57)	2,584	81 %
6000 Property & Liability Insurance	156,406	29,401	34,949	(5,548)	14,701	17,474	(2,774)	121,457	78 %
6001 Workers' Compensation Insurance	181,607	30,268	42,690	(12,422)	15,134	21,345	(6,211)	138,917	76 %
6050 Dues & Memberships	42,816	13,386	12,545	841	2,954	0	2,954	30,271	71 %
6060 Reproduction & Printing	7,950	2,992	138	2,854	246	67	178	7,812	98 %
6065 Recruitment/Advertising	7,500	1,250	1,007	243	625	1,007	(382)	6,493	87 %
6070 Office Supplies	17,111	2,852	585	2,267	1,426	321	1,105	16,526	97 %
6075 Postage	5,750	958	241	717	479	204	275	5,509	96 %
6080 Computer & Network Systems	8,199	1,367	613	753	683	0	683	7,586	93 %
6085 Bank Service Charges	200	33	30	3	17	15	2	170	85 %
6090 Local Agency Formation Comm.	2,400	2,400	2,243	157	2,400	0	2,400	157	7 %
6095 Professional Fees	192,000	49,000	42,806	6,194	6,750	35,472	(28,722)	149,194	78 %
6100 Attorney Fees	68,000	11,333	5,925	5,408	5,667	5,925	(258)	62,075	91 %
6105 Legal Services / Filing Fees	1,000	167	0	167	83	0	83	1,000	100 %
6106 HR Risk Management	6,000	1,000	0	1,000	500	0	500	6,000	100 %
6110 Conference Expense	44,400	2,967	0	2,967	1,483	0	1,483	44,400	100 %
6115 In-Lieu	13,200	2,200	2,000	200	1,100	1,000	100	11,200	85 %
6120 Trustee Support	7,600	1,267	625	642	633	0	633	6,975	92 %
6200 Meetings Expense	4,890	815	37	778	408	0	408	4,853	99 %
6210 Promotion & Education	5,000	2,500	0	2,500	0	0	0	5,000	100 %
6220 Public Outreach Advertising	46,000	23,000	0	23,000	0	0	0	46,000	100 %
6500 Benefit Assessment Expenses	86,000	7,167	6,889	278	0	6,889	(6,889)	79,111	92 %
Total Administrative Expenses	948,329	193,704	154,767	38,937	58,980	90,737	(31,757)	793,562	84 %
Utilities									
6400 Utilities	106,000	17,667	0	17,667	8,833	0	8,833	106,000	100 %
6410 Telecommunications	1,824	304	0	304	152	0	152	1,824	100 %
Total Utilities	107,824	17,971	0	17,971	8,985	0	8,985	107,824	100 %

CVMVCD
Statement of Revenue and Expenditures
August 31, 2021

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
Operating									
7000 Uniform Expense	44,727	7,947	7,367	580	4,124	3,880	243	37,360	84 %
7050 Safety Expense	32,375	5,338	2,976	2,361	2,669	2,173	496	29,399	91 %
7100 Physican Fees	5,000	833	810	23	417	675	(258)	4,190	84 %
7150 IT Communications	56,860	9,477	0	9,477	4,738	0	4,738	56,860	100 %
7200 Household Supplies	3,000	500	359	141	250	0	250	2,641	88 %
7300 Repair & Maintenance	42,000	7,000	8,715	(1,715)	3,500	6,441	(2,941)	33,285	79 %
7310 Maintenance & Calibrati	6,170	0	0	0	0	0	0	6,170	100 %
7350 Permits, Licenses & Fee	8,273	1,001	2,794	(1,792)	426	0	426	5,480	66 %
7360 Software Licensing	22,305	2,255	0	2,255	0	0	0	22,305	100 %
7400 Vehicle Parts & Supplies	44,720	7,453	3,042	4,411	3,727	2,248	1,479	41,678	93 %
7420 Offsite Vehicle Maint &	17,343	2,890	920	1,971	1,445	920	526	16,423	95 %
7450 Equipment Parts & Suppl	28,620	9,220	1,080	8,140	1,750	681	1,069	27,540	96 %
7500 Small Tools Furniture &	4,400	733	0	733	367	0	367	4,400	100 %
7550 Lab Supplies & Expense	36,700	6,917	2,632	4,284	3,458	1,514	1,944	34,068	93 %
7570 Aerial Pool Surveillance	26,000	0	0	0	0	0	0	26,000	100 %
7575 Surveillance	60,360	26,668	1,256	25,412	3,359	0	3,359	59,104	98 %
7600 Staff Training	85,824	12,821	2,088	10,732	5,485	0	5,485	83,736	98 %
7650 Equipment Rental	1,000	167	0	167	83	0	83	1,000	100 %
7675 Contract Services	109,720	19,127	23,956	(4,829)	7,938	12,525	(4,587)	85,764	78 %
7680 Cloud Computing Servic	101,370	37,186	10,892	26,294	4,214	2,223	1,991	90,478	89 %
7700 Motor Fuel & Oils	80,000	13,333	19,599	(6,265)	6,667	13,604	(6,937)	60,401	76 %
7750 Field Supplies	14,600	2,433	357	2,076	1,217	29	1,188	14,243	98 %
7800 Control Products	711,280	135,540	0	135,540	93,261	0	93,261	711,280	100 %
7850 Aerial Applications	209,213	34,869	24,269	10,600	17,434	18,050	(616)	184,944	88 %
7860 Unmanned Aircraft Appl	40,000	6,667	0	6,667	3,333	0	3,333	40,000	100 %
8415 Capital Outlay	46,343	14,224	0	14,224	3,512	0	3,512	46,343	100 %
8510 Research Projects	150,000	29,064	29,058	6	14,532	14,529	3	120,942	81 %
9000 Contingency Expense	109,750	18,292	0	18,292	9,146	0	9,146	109,750	100 %
Total Operating	2,097,953	411,954	142,169	269,786	197,051	79,493	117,558	1,955,785	93 %
Contribution to Capital Reserves									
8900 Transfer to other funds	481,300	80,217	80,217	0	40,108	40,108	0	401,083	83 %
Total Contribution to Capital Reserves	481,300	80,217	80,217	0	40,108	40,108	0	401,083	83 %
Total Expenditures	13,203,146	3,408,040	2,819,737	588,303	972,260	661,855	310,405	10,383,409	79 %
Net revenue over/(under) expenditures	(1,000,000)	(3,397,540)	(2,818,369)	579,172	(967,010)	(661,778)			

CVMVCD
Balance Sheet
As of 8/31/2021

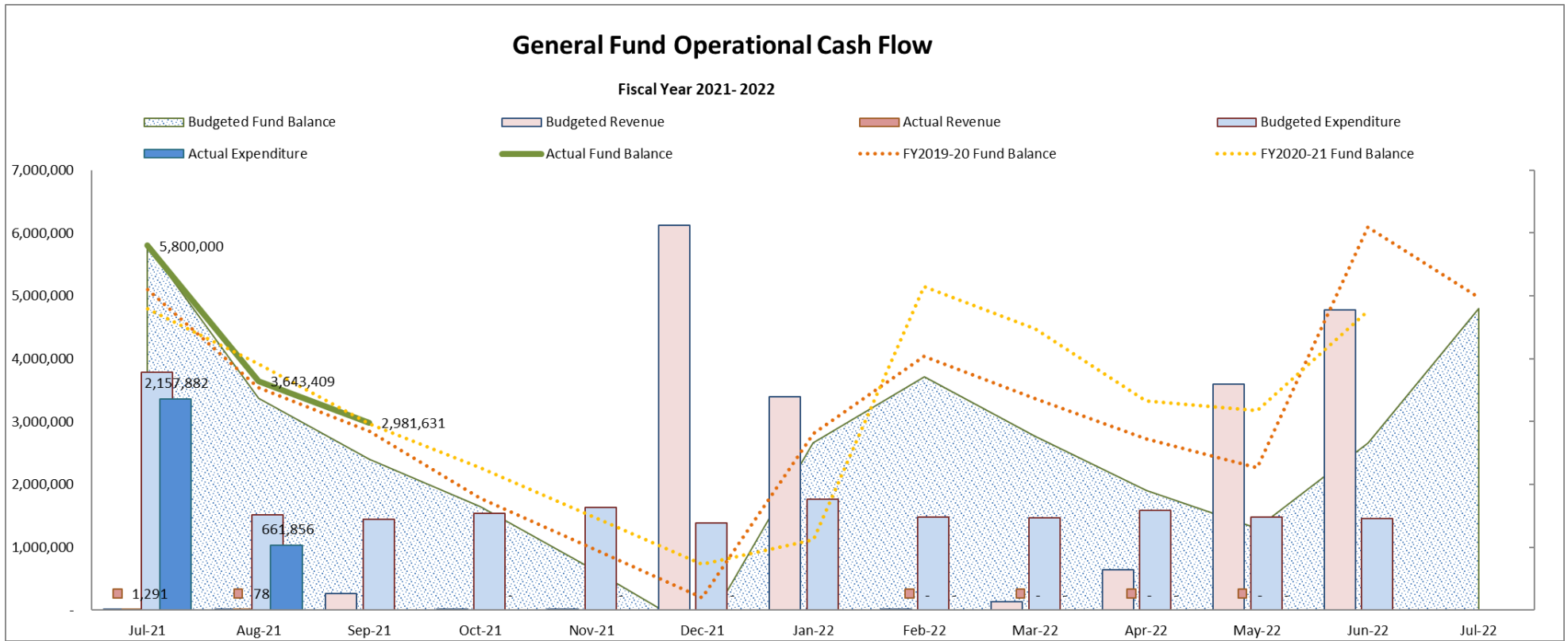
		Current Year
Assets		
Cash and Investments		
1000	Cash - Investments	12,208,865.49
1012	Cash - Clearing Account	150.00
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	1,534.92
1036	CB&T Payroll Checking	195,492.85
	Total Cash and Investments	12,408,043.26
Current Assets		
1050	Accounts Receivable	122,910.15
1080	Interest Receivable	10,448.25
1085	Inventory	633,981.76
1167	Prepaid Research Proposals	58,115.60
1168	Prepaid Insurance	395,989.23
1169	Deposits	718,559.00
	Total Current Assets	1,940,003.99
Fixed Assets		
1300	Equipment/Vehicles	2,055,955.14
1310	Computer Equipment	488,713.68
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,300,099.10
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,026,125.52
1341	Bio Control Building	6,998,161.74
1342	Bio Control Equip/Furn	43,986.77
1399	Accumulated Depreciation	(10,694,356.38)
	Total Fixed Assets	9,627,670.00
Other Assets		

CVMVCD
Balance Sheet
As of 8/31/2021

		Current Year
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	1,672,593.00
1530	Deferred Outflows of Resources - OPEB	324,662.00
1900	Due to/from	0.12
	Total Other Assets	5,511,357.44
	Total Assets	29,487,074.69
Liabilities		
Short-term Liabilities		
Accounts Payable		
2015	Credit Card Payable	3,439.45
2020	Accounts Payable	350,823.91
2030	Accrued Payroll	0.03
2040	Payroll Taxes Payable	68,981.37
	Total Accounts Payable	423,244.76
	Total Short-term Liabilities	423,244.76
Long-term Liabilities		
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	1,883,157.00
2210	Deferred Inflows of Resources	177,324.00
2230	Deferred Inflows - OPEB	17,340.00
2300	Net OPEB Liability	547,704.00
2500	Compensated Absences Payable	794,601.32
	Total Long-term Liabilities	5,520,126.32
	Total Liabilities	5,943,371.08
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,698,793.35
3945	Reserve for Prepaids & Deposit	1,041,259.68
3960	Reserve for Inventory	459,270.86

CVMVCD
Balance Sheet
As of 8/31/2021

		Current Year
	Total Non Spendable Fund Balance	12,199,323.89
	Committed Fund Balance	
3965	Public Health Emergency	4,309,674.00
	Total Committed Fund Balance	4,309,674.00
	Assigned Fund Balance	
3910	Reserve for Operations	4,800,000.00
3925	Reserve for Future Healthcare Liabilities	547,704.00
3955	Thermal Remediation Fund	463,724.00
3970	Reserve for IT Replacement	277,991.00
3971	Reserve for Vehicle Replacement	344,376.00
	Total Assigned Fund Balance	6,433,795.00
	Unassigned Fund Balance	
3900	Fund Equity	1,342,365.90
3999	P&L Summary	1,984,075.50
	Total Unassigned Fund Balance	3,326,441.40
	Current YTD Net Income	(2,725,530.68)
	Total Current YTD Net Income	(2,725,530.68)
	Total Fund Balance	23,543,703.61
	Total Liabilities and Net Assets	29,487,074.69



The **General Fund Operational Cash Flow** graph outlines the District’s working capital for the fiscal year July 1, 2021, to June 30, 2022. The beginning fund balance is \$5.8 million and the ending fund balance is \$4.8 million. Expenditure is approximately divided by 12 equal months, with some differences accounting for the seasonality of the program for example control products and seasonal employment which are greater in the mosquito breeding season. July expenditure is higher than average because of the prefunding lump sum of \$1.3 million for CalPERS unfunded liability. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distributes the property tax revenue in January and May with advancements in December and April.

The *shaded area* represents the **Budgeted Fund Balance** which has a formula of (beginning) **Fund Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Fund Balance** and is graphed against the *shaded area* **Budgeted Fund Balance**. FY2019-2020 Fund Balance is the orange dash line. FY2020-2021 Fund Balance is the yellow dash line.

The graph shows for June 1 the \$5.8 million **Fund Balance** plus total Revenue for July 1 to August 31, 2021, of \$1,369 minus total Expenditure of \$2,819,737 is \$2,981,737. Overall the District is showing a favorable variance of \$588,303. For planning purposes, the District is under budget. As long as the green line stays out of the shaded area the District is within budget, as of August 31, 2021, the line is outside the shaded area.

Board Business Status Log 2021

Board Action Item / Description		Month	Status	Comments
Agreements				
	Research Agreement – UC Davis	January	Completed	
	Research Agreement – UC Riverside	January	Completed	
	Research Agreement – USDA	January	Completed	
	Research Agreement – Icahn School of Medicine at Mount Sinai	January	Completed	
	Renewal of the Agreement with Salton Sea Aerial Services	February	Completed	
	Renewal of the Agreement with Fedak & Brown	February	Completed	
	Agreement with Ames Construction to locate CV Link Temporary Office/ Yard on District Property	February	In Process	
	Agreement to obtain Microsoft M365 Licensing	March	Completed	
	Renewal of the Agreement with the Coachella Valley Unified School District for an additional two years	March	Completed	
	Renewal of the Agreement with CleanExcel for cleaning	March	Completed	
	Agreement to upgrade and replace District’s electronic door access, security alarm, and CCTV systems	June	Completed	
	Agreement for the Market Research Project	July	Completed	
	Agreement for the District’s Strategic Planning needs	September	In Process	
Resolutions And Proclamations				
	Resolution No. 2021-01 Adopting the District’s Investment Policy	January	Completed	
	Proclamation in Honor of Anita Jones for her 20	January	Completed	

	Years of Service to the District			
	Resolution 2021-02 Adopting Employee Pay Schedule	February	Completed	
	Approval of Proclamation designating the week of April 18-24, 2021 as Mosquito Awareness Week	March	Completed	
	Resolution 2021-03 Adopting Ad Hoc Assessment Appeal Committee recommendation	May	Completed	
	Resolution 2021-04 and Adoption of the 2021 CVMVCD Mosquito-borne Virus Surveillance and Emergency Response Plan	May	Completed	
	Resolution 2021-05 to adopt the amendments to Trustee Bylaws	May	Completed	
	Proclamation in Honor of Jess Lucia for his 20 Years of Service to the District	June	Completed	
	Resolution 2021-06 adopting the FY 2021-22 Budget	June	Completed	
	Resolution 2021-22 intention to levy assessments for FY 2021-22	June	Completed	
	Resolution 2021-08 Approving levy assessments for FY 2021-22	July	Completed	
	Resolution 2021-09 Approving FY 2021-22 Professional Development	July	Completed	
	Proclamation in Honor of Rene Delgado for his 20 Years of Service to the District	September	In Process	
Other				
	Yearly Training for Trustees: Ethics and Sexual Harassment Prevention	January-March	In Process	
	Statements of Economic Interests (Form 700)	March	Completed	

	Approval of participation of Jeremy Wittie, General Manager, on the Special Districts Association of Riverside County Chapter Board	March	Completed	
	Approval to purchase pesticide control products	July	Completed	



CORRESPONDENCE

Melissa Tallion

From: Erica Frost
Sent: Thursday, July 29, 2021 12:27 PM
To: District Wide Group
Subject: Compliment

Good Afternoon Everyone;

Vicky M. called today to inform me that Jess Lucia did an amazing job. He is very informative, very professional, and positive. He has great customer service skills and it was a pleasure having him service my home. She says she would be so happy if Jess were the one to come if she ever needs us again.

Great Job Jess !!!!! Thanks for representing in such a great way!!



Melissa Tallion

From: Diana Reyes
Sent: Friday, August 6, 2021 4:34 PM
To: District Wide Group
Subject: Staff Compliment

Good afternoon,

The call center received a compliment call for Jeff Rushing regarding the RIFA service provided today to a John Re a resident in the city of Rancho Mirage.

Resident was very happy with the service that Jeff provided. He was friendly, professional, and informative and did a great job.

He also wanted to say how he enjoys the customer service provided by the CVMVCD staff, he has been receiving our services for years and appreciate all our help.

Great Job, Jeff!! Keep up the good work!!! 👍

And way to go CVMVCD Staff! 😊



Diana L. Reyes

Administration Clerk

(760) 342-8287

www.cvmosquito.org

Coachella Valley MVCD





DEPARTMENT REPORTS

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Human Resources

Promotions

- *Rafael Jaime Solorzano* began work in the position of Vector Control Technician I on June 21st; he previously held the position of Seasonal Vector Control Operator.

New Employees

- The following Seasonal employees began work in June, July, or August:
 - *David Delgado*
 - *Josie Garcia*
 - *Christopher Lawrence*
 - *Jonathan Muñoz*
 - *James Pando (2nd Season)*
 - *Aaron Rivas*
 - *Jaime Salazar (2nd Season)*

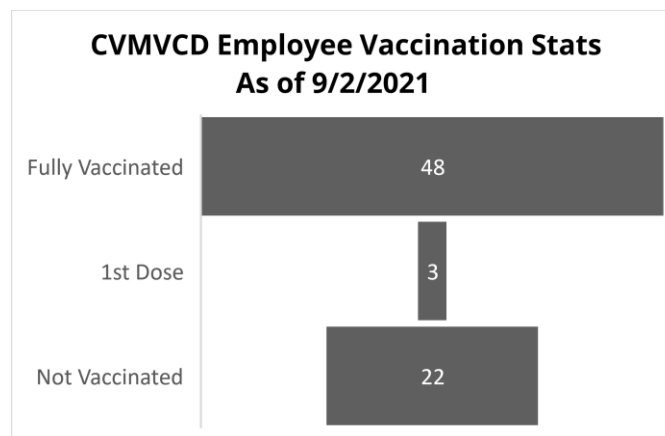
Open Enrollment

- Open Enrollment for the District's health plans begins September 20th and ends on October 15th. Open enrollment is an opportunity to add or make changes to current benefit plans. Changes become effective January 1, 2022.

District COVID-19 Statistics

- Below are the District's COVID-19 statistics covering the period of September 2020 – August 2021.

Monthly Numbers	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	July 2021	Aug 2021	Totals
Positives	0	1	0	1	5	0	0	0	0	0	0	0	7
Exposures	1	3	4	11	18	0	0	0	0	1	0	6	44
Symptoms (not tested/ tested negative)	1	0	0	2	7	2	0	0	0	1	4	5	22



FINANCE

The financial reports show the preliminary balance sheet, receipts, and revenue and expenditure reports for the month ending August 31, 2021. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2021, to August 31, 2021, is \$2,819,738; total revenue is \$1,369 resulting in excess revenue over (under) expenditure for the year to August 31, 2021, of (\$2,818,369).

THREE YEAR FINANCIALS

	Actual	Budget	Actual	Actual
	8/31/2021	Budget	8/31/2020	8/31/2019
Revenue	1,369	10,500	1,472	5,345
Expenses				
Payroll	2,442,585	2,704,194	1,188,815	1,641,343
Administrative Expense	154,767	193,704	108,731	138,774
Utility	-	17,971	35	30,465
Operating Expense	142,169	411,954	101,687	366,929
Contribution to Capital Reserves	80,217	80,217	78,914	83,925
Total Expenses	2,819,738	3,408,040	1,478,182	2,261,436
Profit (Loss)	(2,818,369)	(3,397,540)	(1,476,710)	(2,256,091)

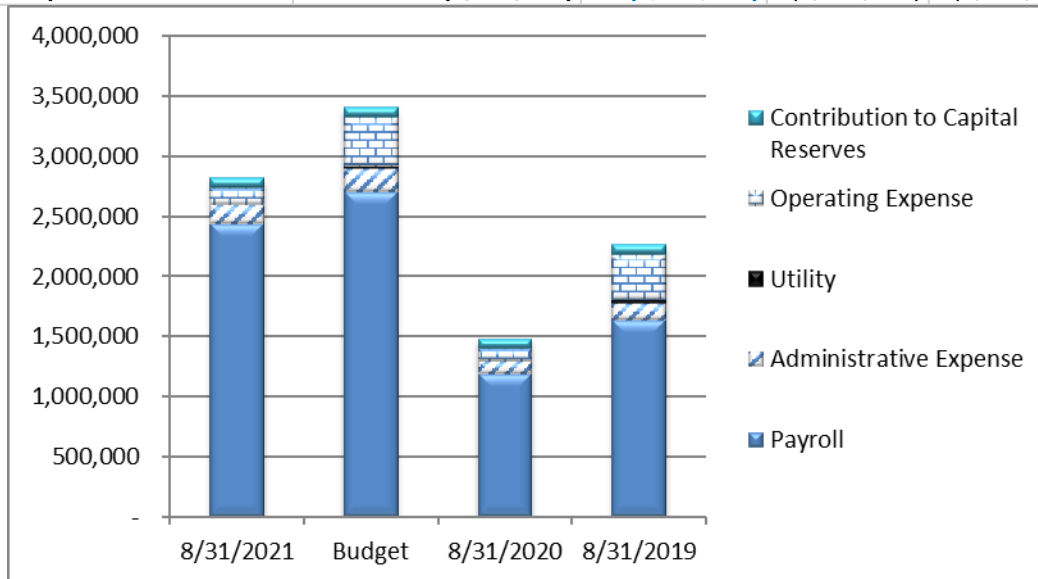


Figure 1 - Three Year Expenditure

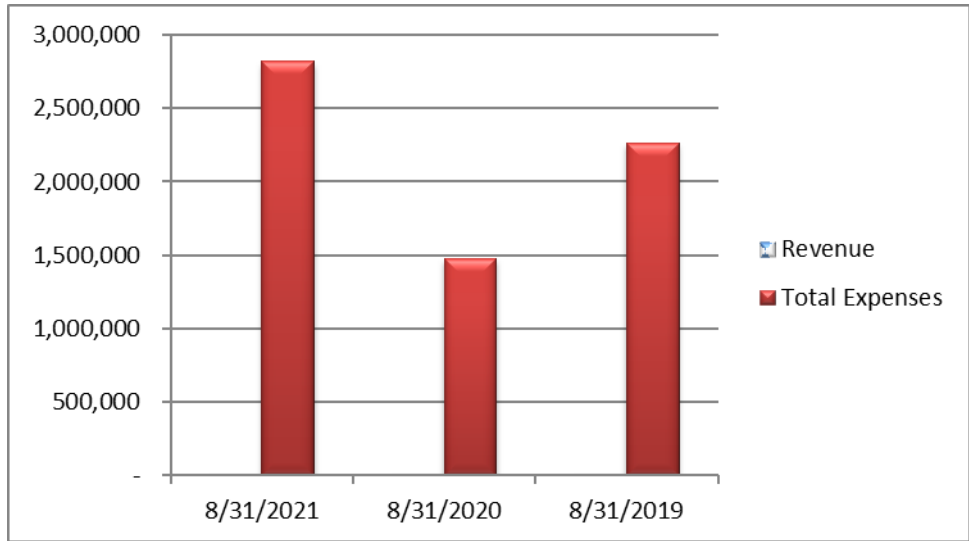


Figure 2 - Three Year Revenue & Expenditure

THREE YEAR CASH BALANCE

Cash Balances	8/31/2021	8/31/2020	8/31/2019
Investment Balance	12,208,865	11,413,966	10,390,045
Checking Accounting	1,685	1,303	29,444
Payroll Account	195,493	95,090	106,135
Petty Cash	2,000	2,000	2,000
Total Cash Balances	12,408,043	11,512,359	10,527,624

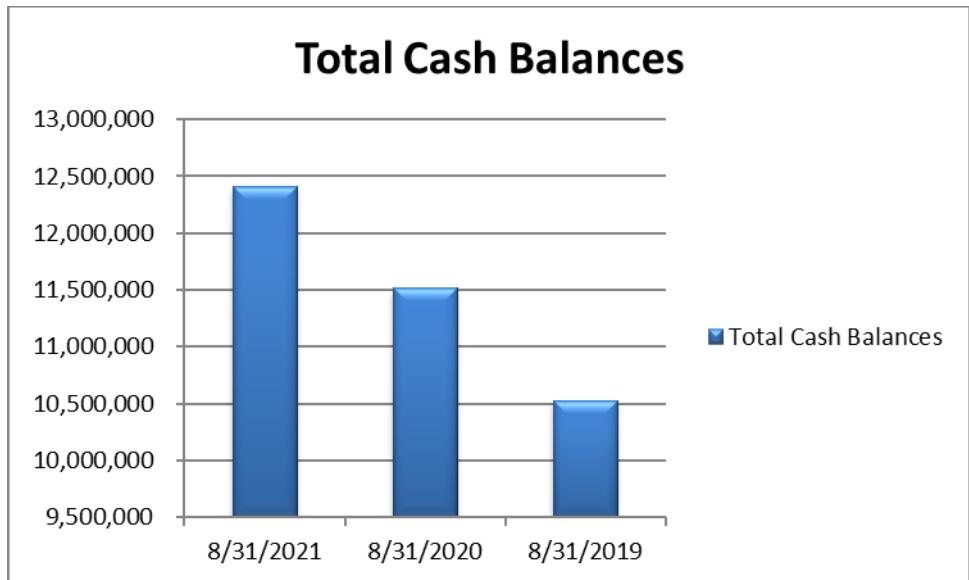


Figure 3 - Cash Balances

DISTRICT INVESTMENT PORTFOLIO 8/31/2021

The District’s investment fund balance for the period ending August 31, 2021 is \$12,208,865. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 25% of the District’s investments; the Riverside County Pooled Investment Fund is 41% of the total. The LAIF yield for the end of April was 0.22% and the Riverside County Pooled Investment Fund was 0.30%; this gives an overall weighted yield for District investments of 0.32%.

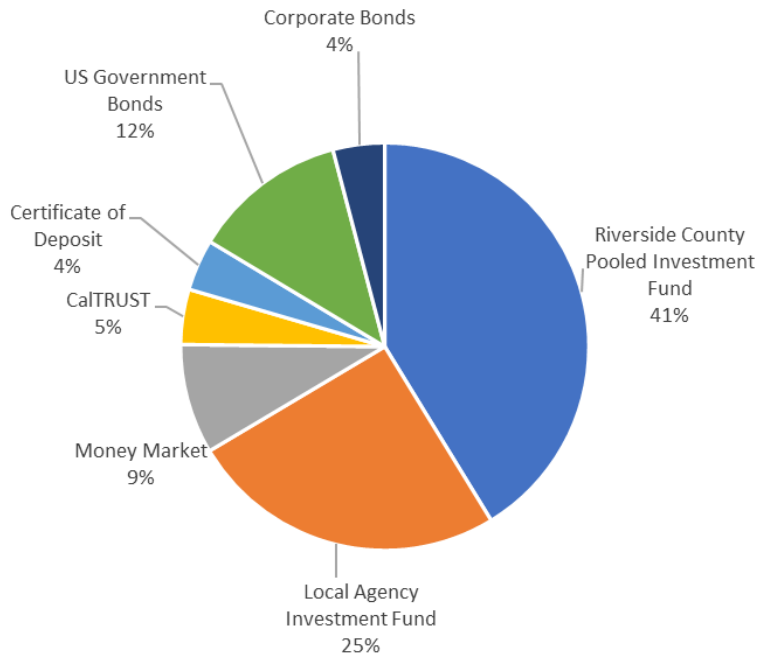


Figure 4 - Investment Portfolio 8/31/21

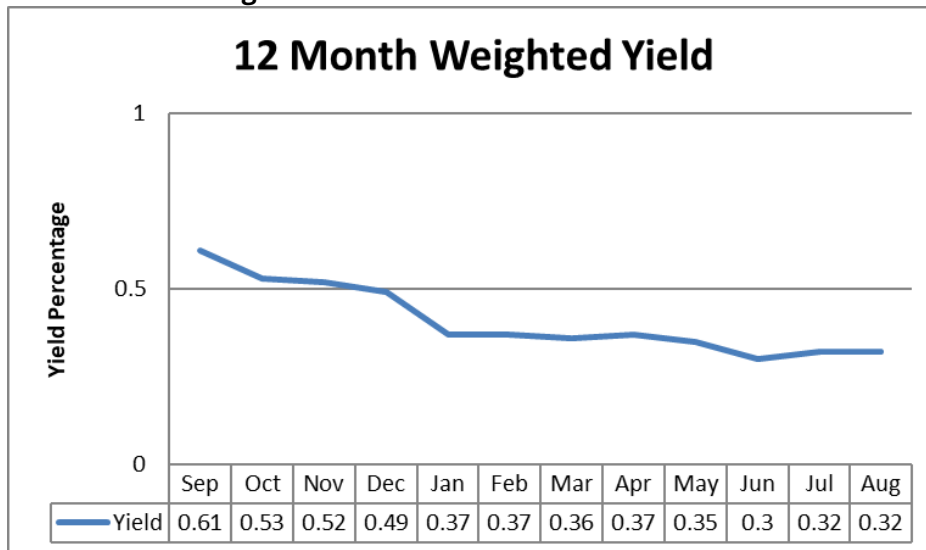


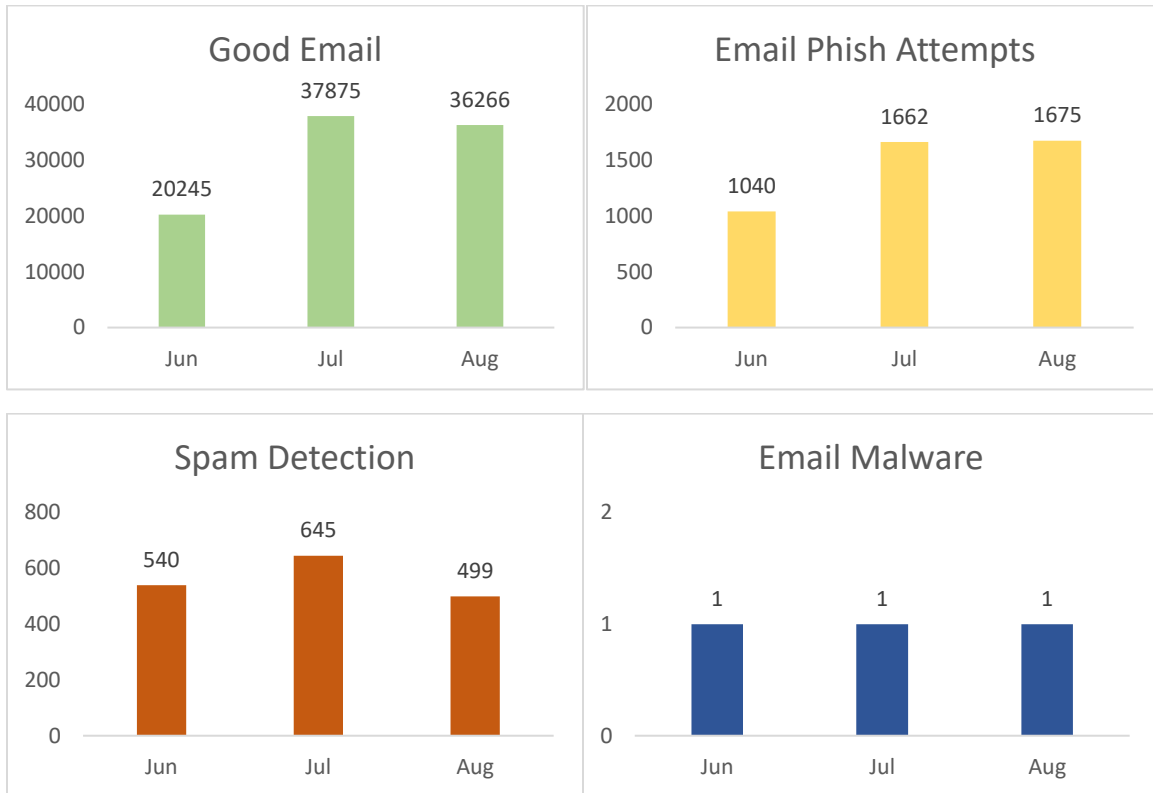
Figure 5 - District Investments Weighted Yield

INFORMATION TECHNOLOGY DEPARTMENT

June 2021 to August 2021

Microsoft 365 Threat Protection Status:

Threat protection status graphs provide information about threats found prior to email delivery, covering relevant detection technologies, policy types, and delivery actions.



Office 365 Platform:

Microsoft Teams - a desktop and mobile communication platform has been installed on all District Devices to create a collaborative workspace allowing employees to chat, video chat and share documents. Microsoft Teams support collaboration anywhere an employee is located with an Internet enable device to support employee activities.

Information Technology Department is working through the Microsoft 365 Platform highlighting applications employees can implement into their workflows with minimal

- Microsoft Forms – provides the ability to create surveys and pools to collect employee feedback, measure employee satisfaction and organize team events.

- Microsoft Planner – is a team-work oriented tool that provides a simple, visual way to organize projects and see charts of your team’s progress.
- Microsoft To-Do – allows users to manage their task from any device to assist in prioritizing and completing goals and tasks.

Support Tickets:

Time Clock Plus – A support ticket was submitted with Time Clock Plus, the District Time & Attendance Platform to address a cloud-to-cloud communication issue. This ticket is currently open and being investigated.

- Support Ticket 254126: User notifications (emails) not being sent to supervisors and employees when creating a Time-Off Request was submitted. After transitioning to Microsoft Office 365 Platform, notifications from the Time Clock Plus Platform stop sending emails to employees.

Verizon Virtual Communication Express – Support tickets were submitted with Verizon to address various phone system issues ranging from enabling/disabling Caller ID, registering phones and noise on phone calls. Each of these tickets have been resolved.

- Support Ticket 2021083027245 Phone System Commands
- Support Ticket 2021072020347 Equipment Issue
- Support Ticket 2021072020236 Noise/Static on Phone Line

Verizon Reveal – Support ticket was submitted to address ‘power asset’ devices reporting in ‘tow’ mode or not at all. ‘Power Assets’ are attached utility equipment, for example, to Golf Cart and ARGOs. Eight (8) new power assist devices are being shipped to the district. Once devices arrive, Verizon Technician will be dispatched and install new devices. Ticket remains open.

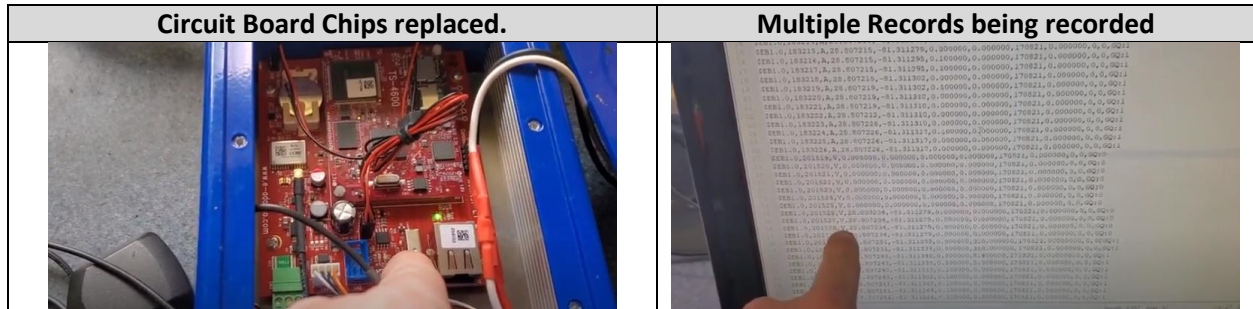
- Support Ticket 05848262 QTY (8) Power Assist Devices

FLEET SERVICES

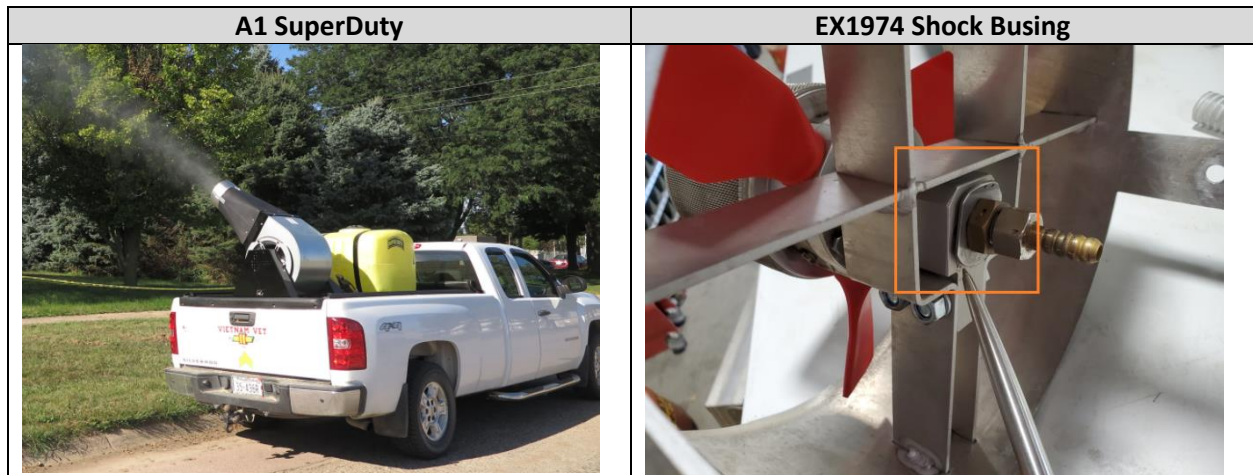
Truck Mounted Ultra-Low Volume (ULV) – On Tuesday, August 8th Fleet Services discovered there was an issue with the mechanical build of the Monitor LT2. Working with the Software & Hardware Developer from Adapco, Fleet Services ran through the various scenarios encountered by Vector Control Technicians performing a truck mounted ULV Application.

Adapco confirmed during a Zoom Call the data being generated by the Monitor LT2 is not being captured correctly. Fleet Service instructed Operations the monitor needs to remain on, from start to finish. If the monitor is turned off and back on during a mission, any previous stored data will be lost.

Operations used the Monitor LT2 for the schedule ULV Mission Saturday, August 14th. On Monday, August 16th, the Monitor LT2 was shipped to Adapco to replaced circuit board chips and verification of data transfer.



During preventive maintenance of the A1 SuperDuty, Part Number EX1974 'Shock Bushing' showed signs of failure. The outer housing of the bearing was splitting open. Adapco, the reseller of the A1 SuperDuty could not find a replacement part. Juan Carlos Shop Mechanic I was able to find a vendor out of Texas who could supply the part. The District purchased the part, and it was replaced and installed by Richard Ortiz Shop Mechanic II.



SURVEILLANCE AND QUALITY CONTROL PROGRAM

The vector-borne statewide surveillance program was established in 1969. The District began encephalitis surveillance in the early 1980s and the surveillance program has been in place since 1990. The District program includes the monitoring of vector and vector-borne diseases and the implementation, evaluation, and analysis of integrated vector management strategies in the Coachella Valley. The information generated by this department is used by District Operations staff to ensure control measures are efficiently implemented in the field and by Public Outreach staff to prioritize messages for the public.

DISEASE SURVEILLANCE (As of 9/3/2021)

California

	WNV - Positive 2021 YTD	WNV - Positive 2020 YTD	WNV - 5 year Average	WEE 2021 YTD	SLEV 2021 YTD
Positive Counties	29	29	34.4	0	3
Human Cases	32	35	85.2	0	0
Positive Dead Birds / # Tested	160/1,270	142/1,042	236	0	0
Positive Mosquito Pools / # Tested	1,646/25, 963	1,420/27,078	2,414.2	0	19

ARBOVIRUS SURVEILLANCE TESTING - COACHELLA VALLEY

	June	July	August	2021 YTD	2020 YTD	5 year Average YTD
Humans	0	0	0	0	0	0
Dead Birds	0	0	0	0	0	0
Mosquito Pooled Samples	WNV	0	9	73	41	136.6
	SLEV	0	5	15	131	52.2
	# Tested	693	418	628	3,322	3,479

ENDEMIC MOSQUITO SURVEILLANCE

CO₂ TRAPS

During the normal mosquito season (March through mid-November) the District Laboratory staff maintains 56 CO₂ (carbon dioxide) traps through the District to monitor the mosquito populations. Extra emphasis is placed on mosquito species that are known to be vectors of viruses that cause disease in people. These vector species in the Coachella Valley are *Culex tarsalis* and *Cx. quinquefasciatus*. In the rural areas *Cx. tarsalis* is the most abundant vector species. CO₂ traps release carbon dioxide to attract mosquitoes looking to obtain a blood meal and are very effective at collecting *Culex* mosquitoes. The average number of vectors captured per trap per night is monitored and used to guide the operational activities of the District. The number of mosquitoes collected in half-month periods is compared to the previous 5-year average to determine anomalies in mosquito abundance. The surveillance program mosquito abundance is broadly reported in two areas – Urban and Rural. These Urban and Rural areas are also broken down into smaller zones to look at more specific regions of the Districts when planning mosquito control activities.

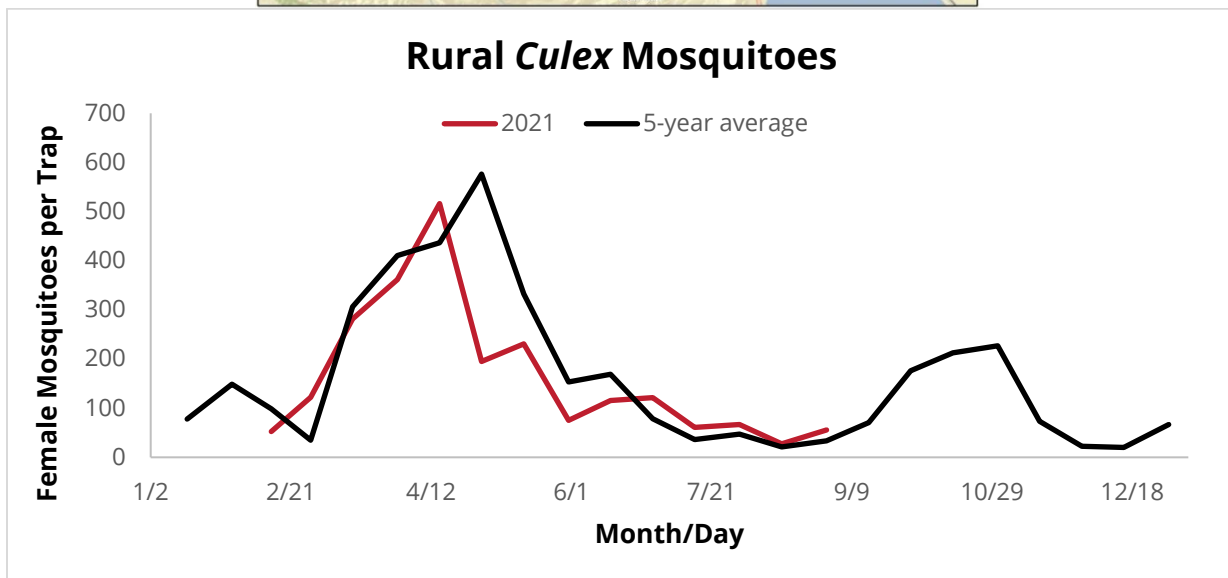


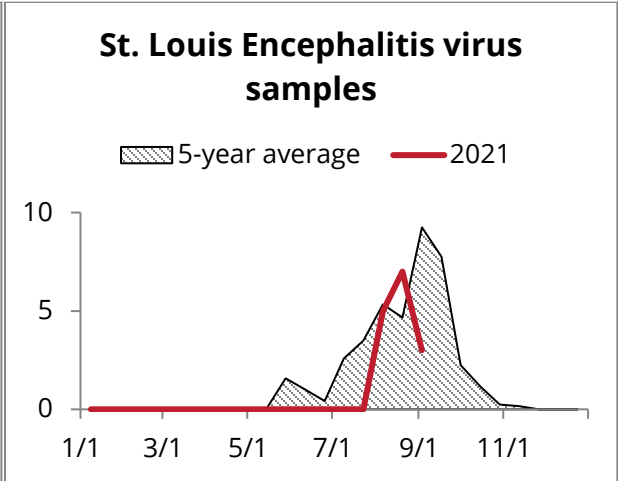
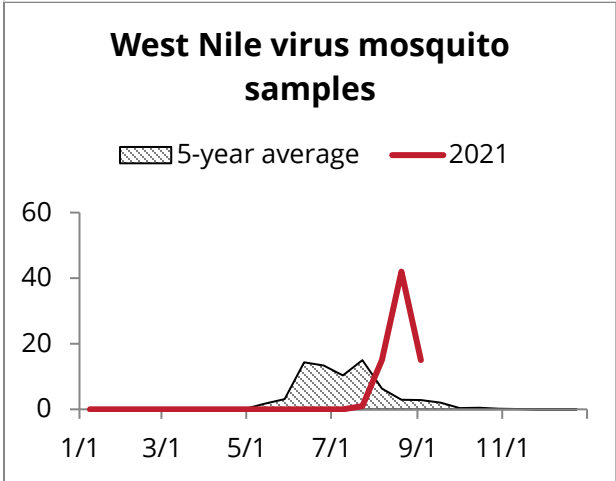
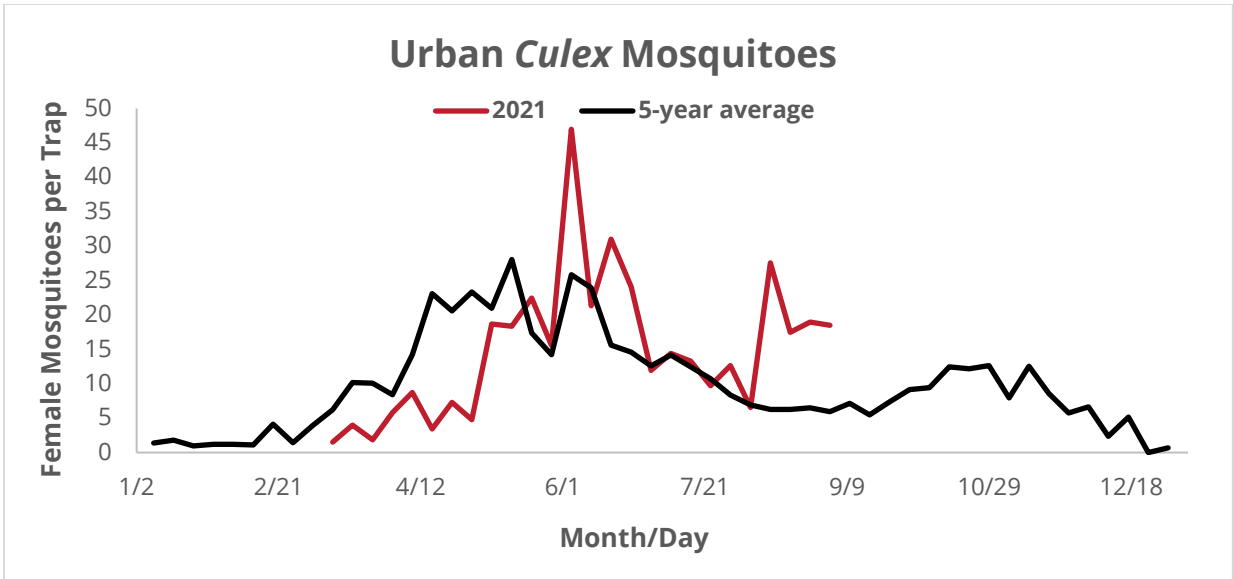
Gravid Traps

Gravid traps use water infused with organic matter such as alfalfa to attract mosquitoes looking to lay eggs. These traps are especially effective at collecting *Cx. quinquefasciatus* mosquitoes, which are the primary disease vector in the urban areas of the District. However, other mosquito species, including *Cx tarsalis* are not attracted to these traps. Because of their use in targeting *Cx quinquefasciatus* mosquitoes, these traps are placed in urban areas of Coachella Valley. The District currently uses gravid traps at 53 locations during the normal mosquito season.



MOSQUITO SURVEILLANCE ZONES

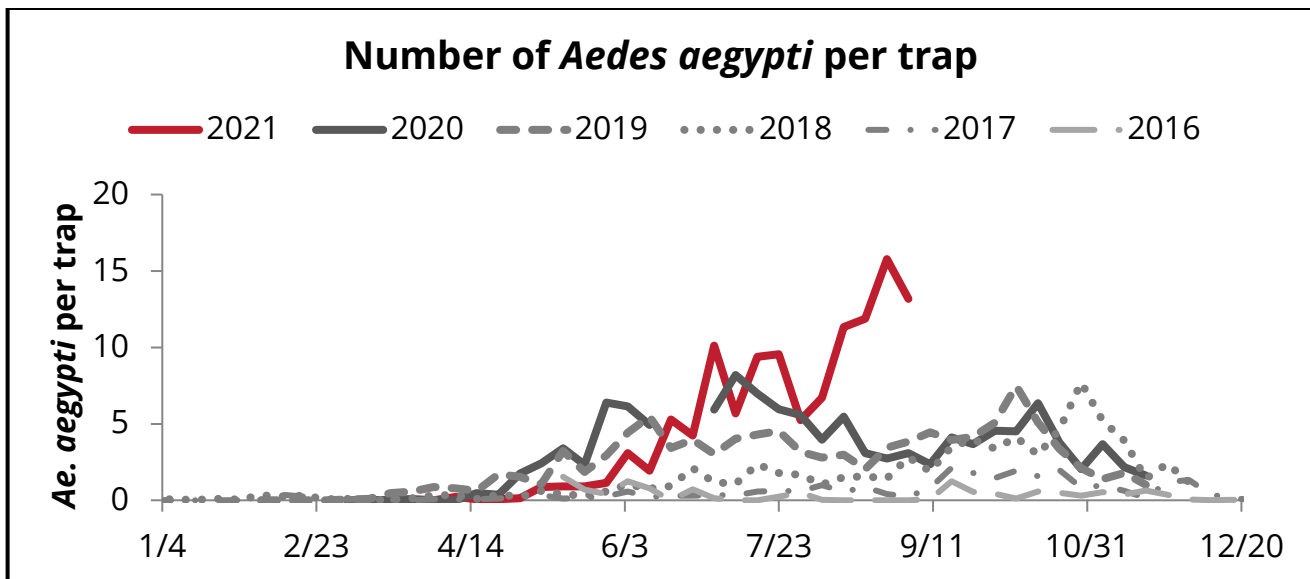




INVASIVE MOSQUITO SURVEILLANCE

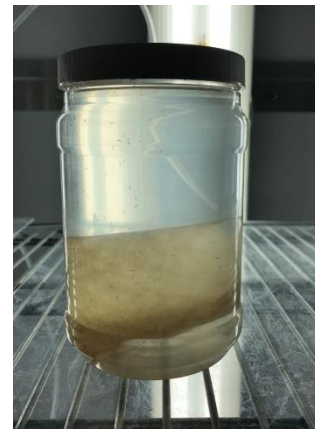
Aedes aegypti has been detected throughout the District service area. BG-Sentinel traps are deployed weekly to detect and monitor for adult mosquitoes. We have 53 permanent BG trap locations which are being systematically reviewed and adjusted in 2021 to re-balance the sampling effort. A comparison of the average number of mosquitoes per trap each year follows.





PRODUCT EFFICACY

Mosquito colonies. *Aedes aegypti* mosquitoes can be used for evaluation and resistance monitoring control efforts. Methods for rearing an ongoing *Ae. aegypti* colony in the lab are being tested. An artificial device made of a hog-casing membrane with defibrinated calf blood is used to feed adult females. Eggs hatching is achieved by using deoxygenated Reverse Osmosis (RO) water in a 32 oz jar with the addition of larval slurry (mix of ground fish flakes, alfalfa pellets, liver and yeast powder and RO water). Hatching has been observed as quickly as 30 minutes after submersion. The larvae are then transferred into rearing pans like the lab's *Culex* mosquitoes until they are pupae and are ready to be placed into adult cages. Ovicups with water that was previously inhabited by *Ae. aegypti* larvae ("Aedes juice") are placed into the cages post-blood meal to encourage egg laying.



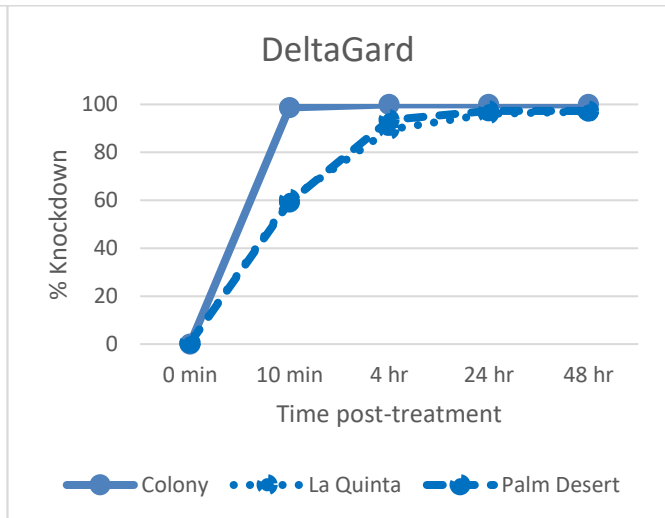
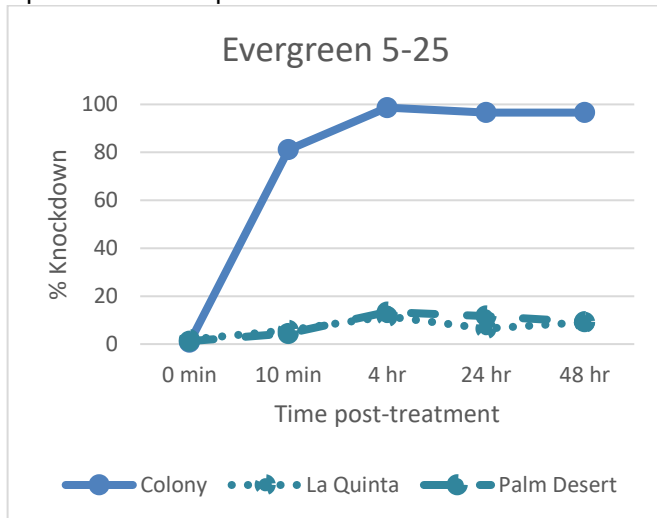
Egg storage is another important aspect of rearing *Ae. aegypti*. The eggs are placed in higher humidity to allow them to develop properly before they are dried out for long term storage. Ovicups have also been placed in the following cities: La Quinta, Indian Wells, and Palm Desert. The eggs collected from these wild ovicups will be stored and eventually hatched to create a wild colony that can be used in resistance testing and bottle bioassays. In addition to creating a wild colony, the lab recently received eggs from a susceptible colony (Rockefeller strain) and have successfully established a susceptible *Aedes* colony for the District to use for future studies. Both colonies will be utilized in upcoming semi-field trials in the fall.

Bottle bioassay resistance testing is conducted annually to monitor the effectiveness of products used to control adult mosquitoes. Wild mosquitoes are compared to our susceptible strain, laboratory-reared mosquitoes. The mosquitoes are exposed to a small amount of product that coats the inside of bottles. We examined mosquito resistance in local urban mosquitoes against 4 products: Aqua-Reslin, DeltaGard, Duet, and Scourge 18+54. The tested urban mosquitoes indicate signs of resistance to all the products with very low knockdown rates. Overall, the degree of resistance to the products tested appears greater compared to previous bioassays.

Semi-field trials are conducted to verify whether the products are effective against our local mosquitoes despite the development of insecticide resistance. Additionally, Evergreen 5-25 cannot be evaluated with bottle bioassay so the semi-field assay is conducted instead. We conducted trials using Aqua-Reslin (permethrin with synergist), DeltaGard (deltamethrin), Duet (prallethrin, sumithrin, and synergist), and Evergreen 5-25 (pyrethrins with synergist). The local urban mosquitoes treated with DeltaGard appeared to have good knockdown; however, resistance to all our products is evident. The local urban mosquitoes is not demonstrating a good knockdown with our adulticide treatments. Since this is our first study using the Colt handheld sprayer, we plan to continue conducting semi-field assays to determine the optimal technique for treatments.



Top: Marking cages before application. Bottom: measuring control product before use.



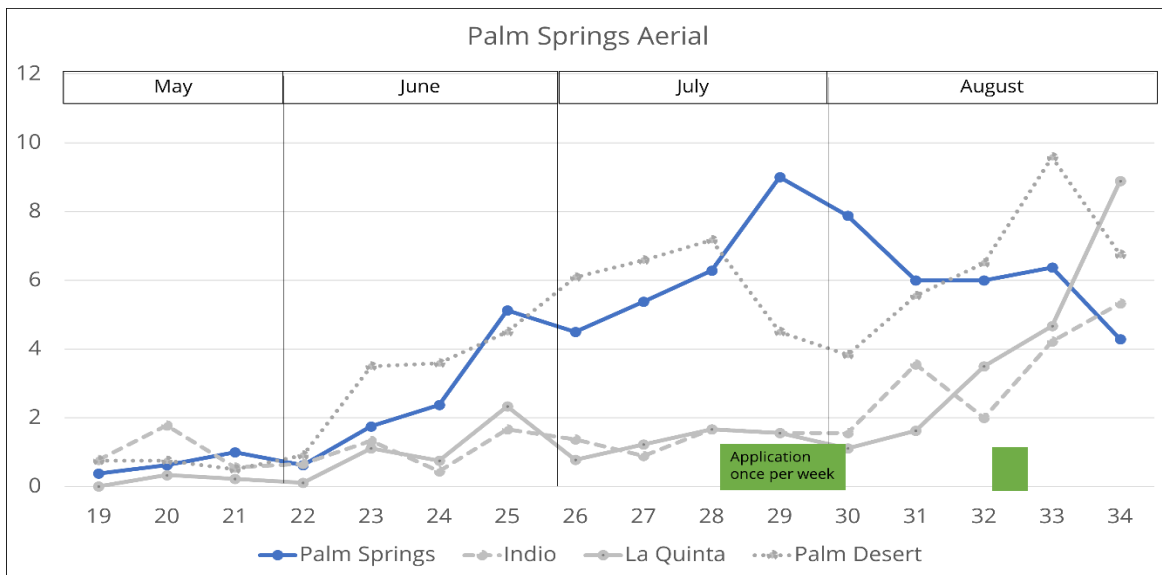
Left: Cages treated with Evergreen 5-25. The wild mosquitoes from La Quinta and Palm Desert take considerably longer to die than the colony mosquitoes that are susceptible. Right: Cages treated with DeltaGard. Here, the wild mosquitoes have a more similar knockdown to the colony mosquitoes. Looking at both graphs, we would plan to use DeltaGard in these areas.

Large area larvicide applications.

In July and August (weeks 27 – 34), the District conducted area-wide larvicide applications to reduce the *Aedes* mosquito population in three cities. In Palm Springs, aerial applications were made using VectoBac WDG (a.i.: Bti; 0.25 lbs. per acre). Ground applications were made using an A1 Super Duty by a truck; two rates were used in the ground applications of VectoBac WDG – 0.35 lbs. per acre (Cathedral City) and 0.25 lbs. per acre (Coachella).

Palm Springs. We examined the aerial applications in two ways. The first was setting cups along the edges of the application area. This was to examine whether enough product reached the places where mosquito larvae can live as well as to see if the product drifted outside of the application area. Cups were set on Friday and picked up on Monday; water and mosquito larvae were then added to the cups. The data did show larval mortality in the cup assay at the 70% lower end threshold.

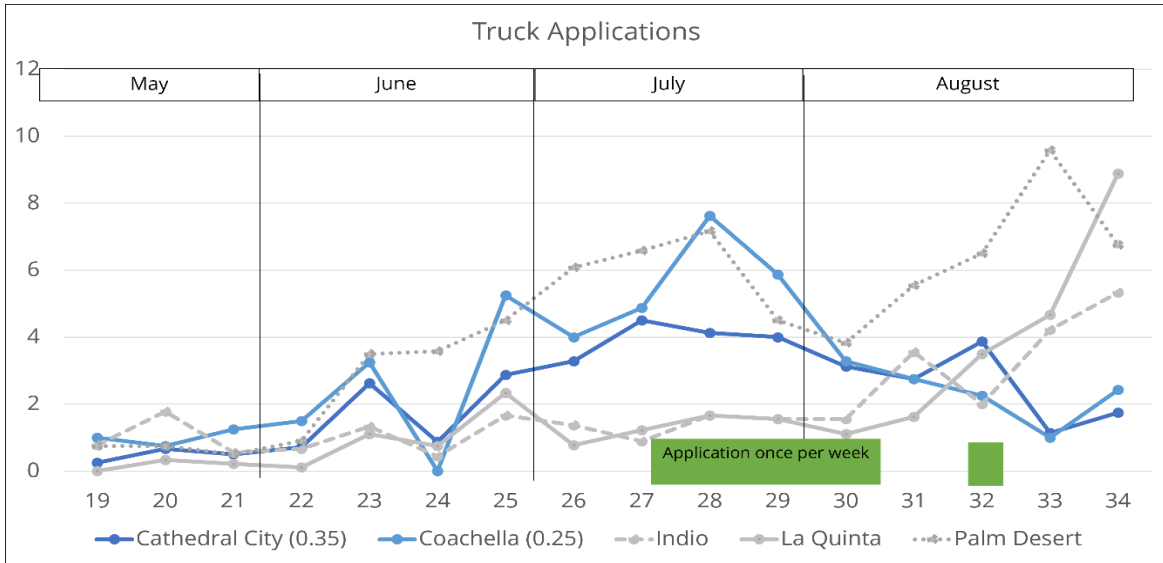
We also examined the adult mosquito collections in the application area and compared them to other areas where mosquito control efforts continue but no area-wide application was conducted in 2021. Here, the green boxes are the approximate times of applications, at the end of the week (weeks 28, 29, and 32). Although applications were planned for weeks 27 and 30, no application took place. As the application is a larvicide, we expect the changes in the adult mosquito population to start 2-3 weeks after the application. We did start with a higher population in Palm Springs this summer compared to the other areas. A reduction in the collections is seen in week 34, and this may be due to the later start of the applications.



Cathedral City and Coachella. We examined the ground application in two ways. The first was setting cups in the application area within the two treatment blocks. Cups were placed in empty lots which are on the upwind side of the street. In each lot, two cups were placed; one in the open and one with partial coverage from weeds or overhanging bushes from adjacent properties. Generally, the efficacy of both rates in the cups has been fairly high with the exception of the second week in which wind speed dropped to zero during application.

We also examined the adult mosquito collections in the application area and compared them to other areas where mosquito control efforts continue but no area-wide application was conducted

in 2021. Here, the green boxes are the approximate times of applications, at the end of the week (weeks 27, 28, 29, 30, and 32). As the application is a larvicide, we expect the changes in the adult mosquito population to start 2-3 weeks after the application. Both the Cathedral City (0.35 lbs. per acre) and Coachella routes (0.25 lbs. per acre) had similar drops in the number of adults collected per trap. The consistent low collections weeks 33 and 34 were due to the earlier applications. The collections in August in the other areas are trending upwards compared with areas that received area-wide larvicide applications.



BIOLOGICAL CONTROL

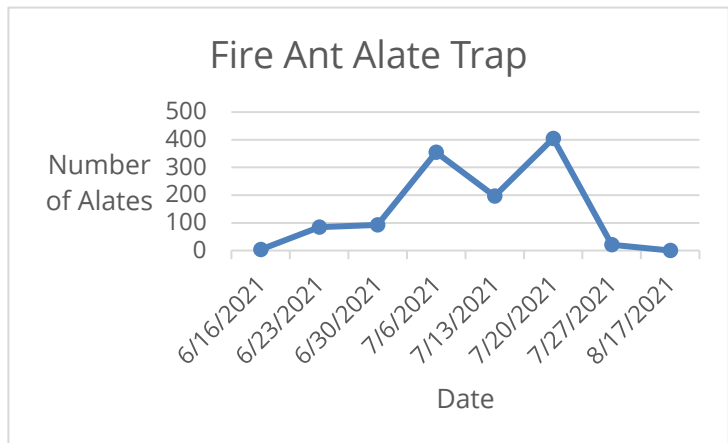
As of September 1, 2021, approximately 1,250 fish were stocked in neglected swimming pools and private ponds. The District raises its mosquitofish in outdoor ponds, and mosquitofish are taken by technicians to locations where they are needed.

EXTERNAL RESEARCHERS

Fire ants with wings (alates) are male and female ants that fly away from a mature nest to reproduce and start new colonies. One trap sent to the District by Dr. David Oi, USDA Center of



Medical, Agricultural, and Veterinary Entomology, is being used to capture alate fire ants. The trap is placed over the ant nest so that the ants fly into the trap during the initiation of mating flights. The number of ants collected are counted. So far, a total of 1,136 alates were collected in the trap.



Operations Department

General Control Overview

This update covers the months of June 2021 through August 2021 contrasted with the same period in 2020. The department's workflow focuses on three areas that include 13 urban, four rural, and agricultural zones that are covered by 17 technicians. Two additional workflows are the Red Imported Fire Ants (RIFA) and the Invasive *Aedes* programs that each has assigned two full-time technicians, assisted by five seasonal staff on each program.

Larval Mosquito Inspections and Control (not including invasive Aedes)

The operations activities completed in June 2021 through August 2021 were compared to similar months in 2020 are as follows:

Month	Mosquito larval Inspections		Total ground larval applications		Total aerial larval applications		Total aerial ULV applications	
	2020	2021	2020	2021	2020	2021	2020	2021
June	1,463	4043	1,676	3,143	13	0	0	0
July	4,432	4777	3,201	2,159	0	0	0	3
August	4,090	4526	1,708	2,372	0	0	3	11
Total	9,985	13,346	6,585	7,674	13	0	3	14
% Change	+33.7%		+16.53%		-100%		+ +366.7%	

Aerial larvicide treatments decreased in 2021 during this time because during the spring months an intensive effort was made on the shoreline. Shoreline aerial ULV treatments increased during these months as the virus was more focused in this area. There was also an increase of inspections and applications from 2020 to 2021, due to the return of several staff that was out during this same period in 2020.

Control of invasive *Aedes aegypti*

During June 2021 through August 2021, inspections increased over 2020 but treatments decreased. This increase in inspections can be attributed to our seasonal workforce this season and decrease in treatments due to a change in strategy of conducting control treatments and more education and source reduction. Also, Service Requests during this time for *Aedes* have been lower which also correlates with adult mosquito surveillance data that is showing lower *Aedes aegypti* populations as compared to 2020.

	Invasive <i>Aedes</i> Inspections		Invasive <i>Aedes</i> Treatments	
	2020	2021	2020	2021
June	302	357	406	74
July	323	422	390	83
August	471	708	149	72
Total	1,096	1,487	945	229
% Change	+35.5%		-75.77%	

The Red Imported Fire Ant Program

The RIFA program inspections and chemical control applications in June 2021 through August 2021 are compared to those conducted over the same period a year ago are shown below. The inspections and treatments for RIFA during this reporting period increased in the months below from 2020 to 2021 due to seasonal workforce availability and not having restrictions due to COVID protocols.

	RIFA Inspections		RIFA Treatments	
	2020	2021	2020	2021
June	94	269	100	243
July	116	276	114	248
August	258	329	246	284
Total	468	874	460	775
% Change	+86.7		+68.5%	

Service Requests

From June 2021 through August 2021, the Operations Department completed a total of 1,013 Service Requests (SRs) from residents compared to 1,149 SRs during the same period a year ago. This decrease in total SR is due to a reduction in Aedes Service Requests

Month	Total All Service Requests		Total RIFA Service Requests		Total Aedes Service Requests	
	2020	2021	2020	2021	2020	2021
June	440	308	80	147	281	93
July	453	307	146	161	206	76
August	256	398	129	214	85	111
Total	1,149	1,013	355	522	572	280
% Change	-11.84%		+47.04%		-51.05%	

Public Outreach Department Report June-August 2021

Awareness Advertising Campaigns

Although mosquitoes are collected year-round, there is notable increase in mosquito activity starting in late spring and continuing through the fall. We see an increase in requests for service from the public, as well as increased traffic on our website and social media platforms. Because of this, awareness campaigns are advertised to help residents understand the potential risks associated with increased mosquito activity and how to combat this risk.

Results from social media advertising throughout the summer are shown in the graph to the right.

Social Media Summer Campaign Results*		
	Impressions	Link Clicks
Facebook/Instagram	250,000+	7,700+
Twitter	555,000+	2,000+

*Does not include the wide area larvicide campaign.

In addition to the annual awareness campaign focusing on either source reduction or personal protection, a latent goal is increasing our audiences on each platform. With each follower, the District mission and messaging is further heard.

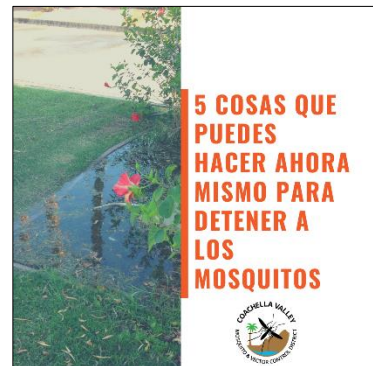
Platform	New Follows /Subscribers	Total of Followers / Subscribers
Facebook	95	554
Twitter	40	451
Instagram	67	348
Email List	196	2,639
Nextdoor*	6,779	126,424

*Users on this platform subscribe to the platform Nextdoor, not to CVMVCD.

In an attempt to increase engagement in the east valley with residents speaking Spanish in the home, we developed a Spanish only campaign designed to help identify possible mosquito breeding sources in around the home and enjoyed healthy results.

Spanish Facebook campaign - 2 ads Spanish only - geo-targeted to east valley

- Reach 32,955
- Post Engagements 786
- Link Clicks 676

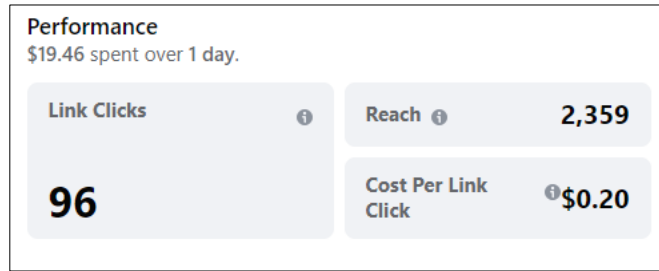


Virus Response

The 2021 mosquito virus season has been relatively slow compared to the last few years. Press releases in July and August prompted two news articles.

A Spanish language news interview highlighted east valley detections.

We also utilized the Nextdoor platform. East valley subscribers remain relatively low with around 250 households. However, with one virus detection in south La Quinta, we were able to notify over 3,000 Nextdoor subscribers in the area. Further, aerial applications along the shoreline were promoted via Facebook and showed over 2,300 Facebook users had been notified with 96 clicking on more details about the applications.



Lastly, prompted by a conversation with an east valley resident, we reached out to the high schools’ athletics directors to talk with them about outdoor sporting events. Both Coachella Valley HS and Desert Mirage HS received single use repellent donations to supply attendees of outdoor events with protection.

Wide Area Larvicide Outreach and Notification

The demographics of residents within the areas planned for larviciding in 2021 varied greatly, making just one notification outlet insufficient. Total population between the three areas is estimated at over 36,000 residents and 400 businesses. You can see further breakdown of the demographics below.

	Palm Springs	Cathedral City	Coachella
High school grad	89.00%	77.10%	55.80%
Age	30% over 65 16% under 18	15.3% over 65 31.6% under 18	6% over 65 37.6% under 18
Owner occupied Home	58.90%	60.20%	66.00%
Language not English	28.80%	54.00%	87.00%
Has computer at home	89.70%	85.50%	78.10%

With such a wide range of demographics, how do we determine the best ways to reach them? Some of our online resources can be defined by geolocation and can show the differences the demographics make for an area. For example, the graph below shows the population estimate for each area that was to be treated. By looking at Facebook users and Nextdoor subscribers in the same areas, we can see that residents in Cathedral City are regularly on Facebook but in Palm Springs, we might get more engagement by posting on Nextdoor.

Larvicide Application Zones			
	Est Population	Facebook/ Instagram Users	Nextdoor Subscribers
Cathedral City	11,700	14,000	590
Coachella	7,800	12,000	328
Palm Springs	18,200	3,500	4,000

As such, taking a multi-pronged approach would be the most effective. Each approach was completed as follows:

- **Custom webpage** for each city to include dates/times, route, FAQs, and link to survey.
- **Neighborhood signs** posted in each zone.
- **Doorhangers** – Supported by the Operations Department, all residential parcels received a doorhanger with application information in addition to a link to the detailed website and District phone number for additional questions. This project began about two weeks before the first application was scheduled. A special thank you to the Operations team that dedicated their time to delivering these doorhangers.
- **Flyers mailed** and emailed to almost 400 businesses.
- **City Council Presentations** to each areas City Council.
 - *Cathedral City, June 9*
 - *Coachella, June 23*
 - *Palm Springs, June 24*
- The **social media campaign** began mid-June as a priming campaign spreading *Aedes* awareness. This campaign then prompted residents in the application areas to complete an awareness survey. Later, social media advertisements were created to boost notification to residents in the areas each week.
- **Nextdoor online platform.** The paid version of the Nextdoor platform allows us to customize neighborhood borders thereby only posting to households within the treatment zone. Every week before an application, a reminder notice was posted on the platform which resulted in over 2,500 impressions. The majority of these impressions (1,500+) were from the Palm Springs zone. Recent communications from Nextdoor have informed us that they are discontinuing the paid version and after the end of the 2021 contract, this platform will be of use at no charge to the District.
- **Pop-up events.** A series of pop-up events took place in each city. By setting up a canopy and table in areas within the application zone, Outreach staff was able to conduct one-on-one conversations with outdoor enthusiasts and personally hand them relevant information regarding the applications.



Date	City	Location
Tuesday, June 22, 2021	Cat City	Ocotillo Park
Thursday, June 24, 2021	Coachella	De Oro Park
Saturday, June 26, 2021	Palm Springs	Tahquitz Creek Footbridge
Tuesday, June 29, 2021	Cat City	Boys and Girls Club CC
Thursday, July 1, 2021	Coachella	Coachella Veterans Memorial Park
Saturday, July 3, 2021	Cat City	Ocotillo Park

Tuesday, July 6, 2021	Palm Springs	Sunrise Plaza complex (evening)
Thursday, July 8, 2021	Coachella	Coachella Veterans Memorial Park
Tuesday, July 13, 2021	Cat City	Ocotillo Park (evening shift)
Thursday, July 15, 2021	Palm Springs	Baristo Park
Saturday, July 17, 2021	Palm Springs	Tahquitz Creek Footbridge

A post application survey will follow the last scheduled application to measure the perceived effectiveness of the applications as well as to measure the notification process efficacy.

Backpack Giveaway – August Campaign

The impact of COVID on Outreach programs has been widely felt. Classroom visits have been few and far between despite our efforts. To incentivize teachers to schedule a classroom visit, we developed a Backpack Giveaway. If a Coachella Valley teacher signs their class up for an educational and hands on visit from District Outreach staff, they will be entered into a drawing. The winner of the drawing will receive branded District backpacks filled with school supplies. This campaign began in August and so far we have scheduled 9 classroom visits for the fall semester.



June events

- Cathedral City Council presentation for Aedes control treatment series – June 9, virtual.
- SMART Summer Camp - June 9, in person. Luz Moncada visited summer camp for the Smart Education non-profit group. Located at the Air Museum in Palm Springs, this camp is infused with science based educational activities for elementary student's ages 6-10.
- Donate your blood to the bank, not to mosquitoes blood drive – June 18, in person.
- Coachella City Council presentation for Aedes control treatment series – June 23, virtual.
- Palm Springs City Council presentation for area wide larvicide - June 24, virtual.
- National Mosquito Awareness Week – June 20-26, virtual and in person.

July Events

- Desert Recreation Indio Summer Camp – July 8, in person.
- SMART Summer Camp – July 16, in person.

August Events

- Thermal Senior Center Presentation – August 1, in person
- Jewish Family Service of the Desert (JFS) Park David Apts Presentation – August 5, in person.
- JFS Heritage Park Apts Presentation – August 12, in person
- Mountain Vista Elementary 2nd graders – August 27, in person
- Peter Pendleton Elementary 1st graders – August 31, in person

Up and coming events

- Della Lindley Elementary – September 3
- Rotary Club Presentation - September 7
- Andrew Jackson Elementary Kinder - September 9
- Our Lady of Perpetual Help School 4th graders - September 17
- Flying Doctors Community Event – September 25
- John Kelley Elementary 5th graders – October 1
- Our Lady of Perpetual Help 1st graders - October 8
- Desert Recreation Halloween Carnival – October 30
- Cathedral City Spooktacular – October 31



**Coachella Valley Mosquito and
Vector Control District**

September 14, 2021

Staff Report

Agenda Item: Informational Item

Refund from the University of Miami of unspent research funds – **Jennifer A. Henke, M.S.,
Laboratory Manager**

Background:

The District funded Dr. Whitney Qualls to conduct research in 2016, examining the effectiveness of attractive toxic sugar baits against adult mosquitoes. Dr. Qualls conducted much of the work that year; however, she left the University of Miami for a new position in 2016 and was not able to complete all aspects that were outlined in the proposal. Dr. Qualls did use funds to present the completed work to the scientific community, including publishing the work in the Journal of the American Mosquito Control Association. The University of Miami has refunded the District the unspent balance of funds in an amount of \$32,092.98.

Attachments:

- Check from University of Miami in the amount of \$32,092.98

Fiscal Impact:

FY2021-22 Budget GL #	Current Available Funds	Proposed Expense Fiscal Year 2021/22	Remaining Available Funds

UNIVERSITY
OF MIAMI



Bank of America

UM Accounts Payable
P.O. Box 248066
Coral Gables, FL 33124-2943

63-568/631

6/21/21

No. 1547934

Thirty Two Thousand Ninety Two and 98/100*****

\$ ****32,092.98

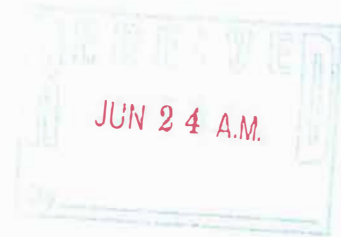
US DOLLAR

PAY TO THE ORDER OF

COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT
43420 TRADER PL
INDIO, CA 92201-2089

Reference Number	Payment Amount	Memo
1547934	32092.98	AWD-001593 - PROPOSALM1501537
Total	32092.98	

For further inquiries call 305-284-4141



Endorse Check Here

X _____

DO NOT SIGN, WRITE, STAMP BELOW THIS LINE
FOR FINANCIAL INSTITUTION USAGE ONLY.

UNIVERSITY
OF MIAMI



June 17, 2021

RE: PROPOSALM1501537

To whom it may concern,

Attached please find check in the amount of \$32,092.98 for refund due on award AWD-001593..

If you have any questions, please contact me at 305-284-4122 or wcaiaffa@miami.edu.

Sincerely,

William Caiaffa
Sr. Grant Accountant
Office of Research Administration
University of Miami



For Customer Refund: RF-00000522
Overall Process Customer Refund Document Event: Coachella Valley Mosquito And Vector Control District on 06/18/2021 for \$32,092.98
Overall Status In Progress

Details

Customer Refund	Customer Refund: RF-00000522
Refund Number	RF-00000522
Document Status	In Progress
Document Payment Status	Unpaid

Refund Information	
Company	200 Academy
Customer	Coachella Valley Mosquito And Vector Control District
Refund Date	06/18/2021
Memo	AWD-001593 - PROPOSALM1501537

Refund Payment Information	
Payee	Coachella Valley Mosquito And Vector Control District
Payment Type	Check

Amount Information	
Currency	USD
Total Refund Amount	32,092.98

Transactions Refunded

Transaction	Transaction ID	Transaction Type	Transaction Date	Amount Refunded	Currency
Customer Invoice Adjustment: CI-00002953CR2	CI-00002953CR2	Adjustment	06/18/2021	32,092.98	USD

Attachments

Attachment
awd-001593 form.pdf
awd-001593 letter.pdf
EMAIL.pdf

Process History

Process	Step	Status	Completed On	Due Date	Person	Comment
Customer Refund Document Event	Customer Refund Document Event	Step Completed	06/18/2021 10:00:41 AM		Indiana Gutierrez	
Customer Refund Document Event	Approval by Collection Manager	Not Required				
Customer Refund Document Event	Approval by Controller	Not Required				
Customer Refund Document Event	Approval by Sponsored Collections Manager	Awaiting Action			Edwin Bommel (Sponsored Collections Manager)	
					Katherine Abraham-Gonzalez (Sponsored Collections Manager)	
					Lisa Siegel (Sponsored Collections Manager)	



Process	Step	Status	Completed On	Due Date	Person	Comment
					Maria Garcia (Sponsored Collections Manager) Vivian Mastache (Sponsored Collections Manager)	

Process

Process History

Process	Step	Status	Completed On	Due Date	Person	Comment
Customer Refund Document Event	Customer Refund Document Event	Step Completed	06/18/2021 10:00:41 AM		Indiana Gutierrez	
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Customer Refund Document Event	Approval by Controller	Not Required				
Customer Refund Document Event	Approval by Sponsored Collections Manager	Awaiting Action			Edwin Bommel (Sponsored Collections Manager) Katherine Abraham-Gonzalez (Sponsored Collections Manager) Lisa Siegel (Sponsored Collections Manager) Maria Garcia (Sponsored Collections Manager) Vivian Mastache (Sponsored Collections Manager)	

Remaining Process

Click on the button below to review remaining process details.



**Coachella Valley Mosquito and
Vector Control District**

September 14, 2021

Staff Report

Agenda Item: Informational Item

Homeland Security Exercise and Evaluation Program (HSEEP), Emmitsburg, MD. -**Tammy Gordon, MA, Public Information Officer**

Overview:

One of the District's latent goals include partnering with various stakeholders and conducting exercises to prepare for a human outbreak of mosquito-borne illness. Exercises are a key component of preparedness providing the opportunity to shape planning, assess and validate capabilities, and address areas for improvement.

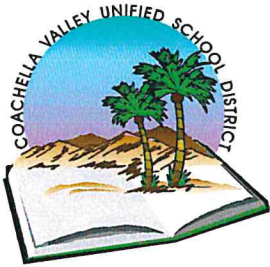
The Federal Emergency Management Agency (FEMA) provides training programs through the Emergency Management Institute (EMI) National Preparedness Training and Education Division. EMI provides this training to Federal, state, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training.

PIO Tammy Gordon was accepted into the HSEEP training program. Students are not charged tuition, lodging or travel. The only District expenses associated with this program is meals.

HSEEP training is a set of guiding principles for exercise and evaluation programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Through the use of HSEEP, the PIO can help develop, execute, and evaluate exercises that address the preparedness priorities. These priorities are informed by risk and capability assessments, findings, corrective actions from previous events, and external requirements. These priorities guide the overall direction of an exercise program and the design and development of individual exercises.

Exercise development is a long-term goal of the Public Outreach Department and will continue to create, expand, and enhance this project.



COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

P.O. Box 847 ❖ Thermal, CA 92274
Telephone (760) 399-5137 ❖ Fax (760) 399-1052
www.cvsd.us

Joe Dominguez, Assistant Superintendent Business Services

August 23, 2021

Coachella Valley Mosquito & Vector Control District
43420 Trader Place
Indio CA 92201

Dear Coachella Valley Mosquito & Vector Control District:

On behalf of the Coachella Valley Unified School District, this letter is to acknowledge your donation of \$5,515.00 for the Coachella Valley High School - Agriculture. This donation was accepted by our Board of Trustees at their meeting of August 19, 2021.

For purposes of IRS requirements; I want to note that no goods or services were provided in exchange for your donation. If you need additional tax information, please contact Karina Rios at krios@cvsd.us.

Thank you again for your contribution in support of our students.

Sincerely,

Joe Dominguez
Assistant Superintendent Business Services



COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

📍 43-420 Trader Place, Indio, CA 92201 📞 (760) 342-8287 📠 (760) 342-8110

🌐 www.cvmosquito.org ✉ CVmosquito@cvmvcd.org 📱 @cvmosquito 📺 @CV_mosquito

June 14, 2021

CVMVCD DONATION OF PROPERTY TO OTHER AGENCIES OR NONPROFITS

Surplus personal property may be donated by the Board of Trustees or sold at less than estimated value to a public or governmental body, agency, or a nonprofit corporation.

All donations made to public or governmental body, agency, or a nonprofit corporation shall be without warranty, express or implied, and the transferee shall agree to defend, indemnify and hold harmless the District, its officers, and employees, from any claim, cause of action, damage, loss, or liability arising out of the condition of the property or its use by the organization or subsequent transferee.

Description of the property donated	QTY	Description	Condition	Price New	Market
	1	92" diameter x 36"D Fiberglass Round Tank (1,130 gal)	used (12 yrs.)	\$1,200	\$100
	1	92" diameter x 24"D Fiberglass Round Tank (690 gal)	used (12 yrs.)	\$900	\$90
	4	92"L x 48"W x 24"D Fiberglass Rectangle Tanks (460 gal each)	used (12 yrs.)	\$1,870 ea.	\$187
	2	Centurion ½ horsepower self-priming bearing pumps	used (4 yrs.)	\$565 ea.	\$141
	1	Lifeguard 1/3 horsepower self-priming bearing pump	used (4 yrs.)	\$270	\$67
	1	Aqua Ultraviolet light sterilizer unit	used (12 yrs.)	\$433	\$36
	1	Aqualogic Heat/Cooler Pump	used (12 yrs.)	\$8,670	\$722
	1	Aquaculture Systems Technologies Bead Filter with Mixing Motor	used (12 yrs.)	\$9,195	\$766
	5	Pentair Vibratory Feeders (0.5 L)	used (12 yrs.)	\$115 ea.	\$9
	1	Pentair Vibratory Feeders (2 L)	used (12 yrs.)	\$178	\$14
	4	95" diameter x 36"D Polyethylene Round Tanks (1,013 gal)	used (10 yrs.)	\$1,100 ea.	\$110
	6	35" diameter x 22.2"D Polyethylene Round Tanks (87.5 gal)	used (10 yrs.)	\$160 ea.	\$16
	1	Feeder controller clock	used (10 yrs.)	\$455	\$45
	2	Centurion ½ horsepower self-priming bearing pumps	used (4 yrs.)	\$565 ea.	\$141
	1	Lifeguard 1/3 horsepower self-priming bearing pump	used (10 yrs.)	\$270	\$27
	1	Aqua Ultraviolet light sterilizer unit	used (10 yrs.)	\$433	\$43
	1	Aqualogic Heat/Cooler Pump	used (6 yrs)	\$9,500	\$1,583
	1	Aquaculture Systems Technologies Bead Filter with Mixing Motor	used (10 yrs.)	\$9,195	\$919
	8	Pentair Vibratory Feeders (0.5 L)	used (10 yrs.)	\$115 ea.	\$11
	4	Pentair Vibratory Feeders (2 L)	used (10 yrs.)	\$178. ea.	\$17
	1	96"L x 48"W x 30"D Rectangle Fiberglass Tanks (600 gal each)	used (10 yrs.)	\$1,850	\$185
	1	48"L x 30"W x 15"D Rectangle Fiberglass Tank (87 gal)	used (10 yrs.)	\$727	\$145
	3	96"L x 12"W x 12"D Rectangle Fiberglass Trough (120 gal)	used (10 yrs.)	\$322 ea.	\$72
	1	6-Jar Fish Egg Incubator Rack	used (10 yrs.)	\$5,230	\$32
	6	Glass Aquariums	used (10 yrs.)	\$1,200	\$12
	MISC	PVC Pipes, Lights, Bulbs, Pumps and Electrical	Used (10 yrs.)	\$300	\$25

Name of the Agency or Non Profit	Coachella Valley Unified School District
Name of Agency Representative	Signature
Kevin Sleeper	
Position Agriculture Teacher, CVHS	Date 6/30/2021

BOARD OF TRUSTEES

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Secretary BITO LARSON County at Large | **Treasurer** CLIVE WEIGHTMAN Indian Wells

MARK CARNEVALE Cathedral City | DENISE DELGADO Coachella | GARY GARDNER Desert Hot Springs | DOUG HASSETT La Quinta

DR. DOUGLAS KUNZ Palm Springs | ISAIAH HAGERMAN Rancho Mirage | JANELL PERCY County at Large | JEREMY WITTIE General Manager



**Coachella Valley Mosquito and
Vector Control District**

September 14, 2021

Staff Report

Agenda Item: Informational Item

Staff report from:

National Information Officers Association Annual Training Conference, Clearwater, FL. –

Tammy Gordon, MA, Public Information Officer

Overview:

The National Information Officers Association (NIOA) Annual Training Conference is a meeting of public information officers from multiple disciplines discussing incidents around the country by analyzing best practices and lessons learned. Some of the topics at the 2021 conference include multi-incident response, the initial response to COVID, countering misinformation, and working with media.

The conference also included hands-on workshops with facets of communicating with the public. Workshop topics included photography, visual storytelling, and video editing.



**Coachella Valley Mosquito and
Vector Control District**

September 14, 2021

Staff Report

Agenda Item: Informational Item

Staff report from:

- CSDA Annual Conference, August 30 – September 2, 2021, in Monterey, CA

Background:

The annual California Special Districts Association Conference was four days of education on all major areas related to aspects that affect Special Districts.

The conference offered sessions for attendees that provided new information, as well as offered an update on the basics. Breakout sessions offered included: resolving conflict; creating strong foundations for public agencies; managing COVID-19 issues; buying, selling, and leasing property; using social media; reserve policies for special districts; CalPERS pension liabilities; Brown Act compliance; disaster resilience through FEMA programs; legislative updates; and special district roundtable.

ATTENDEES:

Trustee Bito Larson

Jeremy Wittie, M.S., General Manager

Jennifer A. Henke, M.S., Laboratory Manager

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT REPORT OF TRUSTEE'S
ATTENDANCE AT CONFERENCE/SEMINAR

Trustee: Bito Larson

Name of Conference/Seminar: California Special District's Association (CSDA)

Date: August 30 through September 2, 2021

Location: Monterey CA

Significant points learned of benefit to the District and the community:

CSDA is a fantastic conference to learn about becoming a better leader and Board member. This association offers opportunities to network with industry leaders in local government, vendors and create other business contacts which allow for better operations as a vector control agency here in California.

Bito Larson



**Coachella Valley Mosquito and
Vector Control District**

September 14, 2021

Staff Report

Agenda Item: Old Business

Update and discussion regarding return to in-person meetings – **Jeremy Wittie, M.S., General Manager, and Lena Wade, District General Counsel**

Background:

On June 17, 2021, Cal/OSHA updated the COVID-19 regulations for the workplace. On July 7, 2021, the District adopted these new CalOSHA requirements for staff and implemented the District's COVID-19 Prevention Program. The key changes to the Cal/OSHA COVID-19 regulations that are applicable and should be considered for public meetings returning to the District Board room are as follows:

- To be considered vaccinated in the workplace, an employee's vaccination status must be documented either by showing proof of vaccination or through self-certification. If proof is not provided, then the employee is considered unvaccinated.
- Face coverings are required indoors for unvaccinated employees except when:
 - Alone in a room or vehicle
 - Eating and drinking
 - Accommodation is required
 - Job duties make a face-covering infeasible or create a hazard
- A face covering means a surgical mask, medical procedure mask, a respirator is worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers.
 - A face covering does not include a scarf, ski mask, balaclava, neck gaiter, bandana, turtleneck, collar, or a single layer of fabric.

No social distancing requirements

The Board of Trustees met on July 13, 2021, and continued the discussion. The Board agreed to adhere to and adopt Cal/OSHA / District COVID-19 prevention program when

returning to in-person meetings. With a consensus from the Board, in-person meetings will resume in October.

The Executive Committee met on September 2, 2021. Jeremy Wittie gave an update on the District's COVID-19 policies. The District is currently requiring all staff to continue to wear a face mask regardless of vaccination status.

Jeremy Wittie is waiting on an update of AB361 which would extend certain provisions of the Executive Order to allow remote meetings. District Counsel, Lena Wade will provide an update on this bill and how it may affect public meetings at September's Board meeting.

Staff Recommendation:

Continue to adhere to Cal/Osha and Riverside County Health Department COVID-19 safety guidelines for the workplace and take any other action deemed necessary by the Board of Trustees.



**Coachella Valley Mosquito and
Vector Control District**

September 14, 2021

Staff Report

Agenda Item: New Business

Discussion and/or approval to enter into an agreement with **Rauch Communication Consultants, Inc.**, for the District's Strategic Planning needs not to exceed \$19,000 from fund 6095.01.200.000 Professional Fees – *Budgeted, Funds available*– **Jeremy Wittie, MS, General Manager and Board of Trustees Executive Committee**

Background:

On February 7, 2018, the District conducted its third Strategic Planning Workshop with the Board of Trustees, management, and represented employees, with the goal to provide a framework for decision making over a three-year period.

The purpose of the Strategic Plan is to incorporate strategic issues into Board and management planning, budgeting, decision-making, program monitoring, and performance measurement. The plan is a living document that serves as a guide to assist agencies in achieving goals developed through a collaborative strategic planning workshop and then projects are planned and implemented over a specific course of time to reach the strategic goals that support the agency's mission, vision, and values.

On September 2, 2021, the Executive Committee met to review three (3) strategic planning consultant proposals received by the District. The Executive Committee's recommendation is to enter into an agreement with Rauch Communication, Inc. Some factors that set it apart from the others:

- Overall approach or philosophy to the development of the strategic plan
- Experience and commitment to community engagement
- Experience working with local government agencies developing strategic plans

Staff and Executive Committee Recommendation:

Staff recommends entering into an agreement with Rauch Communication Consultants, Inc for the District's Strategic Planning needs.

Fiscal Impact:			
FY2021-22 Budget GL # 6095.01.200.000	Current Available Funds	Proposed Expense Fiscal Year 2021/22	Remaining Available Funds
40,000	40,000	19,000	21,000

Dynamic Public Outreach, Smart Strategic Planning

For local governments, special districts, and the engineering, environmental and law firms that support them.

DATE: 8/24/2021 (add travel expense on 9/10/2021)

NO OF PAGES: 17

TO: Jeremy Wittie, General Manager, CVMVCD

FROM: Martin Rauch

Attached to this letter is a proposal, as requested, to assist Coachella Valley Mosquito and Vector Control District (CVMVCD) to develop a complete Strategic Plan.

Using proprietary techniques that we honed through the successful development of strategic plans over nearly 50 years, Rauch Communication Consultants (RCC) will assist the District to consider where it stands today, evaluate past achievements, address an increasingly challenging future, consider new opportunities, and ultimately provide the direction that will allow it to proceed confidently into the future.

Ready to Hit the Ground Running

Here's why CVMVCD would be well served by Rauch Communication Consultants:

In-Depth Strategic Planning Experience, across hundreds of planning workshops and decades of strategic plans.

Local and Regional Experience, around Southern California and across the State, including with other vector control Districts and CVMVCD.

Organizational and Governance Experts. We have worked with over 225 Special Districts over the years. In addition, we are faculty for the California Special District Leadership Academy and regularly teach at statewide conferences on planning and governance issues.

Community Engagement Experts. Vector Control Districts interact with property owners, members of the wider community, and other organizations daily and rely on their consent and cooperation. Our expertise in public engagement and communication provides an additional level of expertise we bring to this aspect of the Strategic Planning process.

Practical and Accountable Work Plans that provide useful and actionable guidance.

Get-To-The-Point Approach. We have refined our approach to get maximum results quickly. We know you are busy, and we make every minute count.

We appreciate the opportunity to compete to work with you on this critical project.,



Martin Rauch
Senior Consultant

Project Understanding

We facilitated the development of a strategic plan for the District in 2018, and we experienced a well-run and financed district with a solid Board of Directors, and we assume that remains the case. However, even the best-run organizations changing face strategic issues. For CVMVCD, we have been informed about some potential issues, including new technology to sterilize mosquitos, new uses for drones, and unfunded liabilities. It has been said that vector control is 99% fixing the results of bad habits in the community, including, at times, resistance to vector control techniques. As a result, in the future, the District may need more intensive levels of understanding and collaboration from the public to be successful. From an organizational perspective, there may be additional issues, including succession, continued support for research and development, and others.

In this environment, a facilitated Strategic Plan can be beneficial, even necessary, to proactively navigate upcoming challenges and identify opportunities that can be taken advantage of. In addition, Strategic Planning is a best practice that can further elevate the overall performance of CVMVCD.

THE OUTCOMES AND BENEFITS OF OUR PROPOSED STRATEGIC PLANNING PROCESS

CVMVCD is fortunate in that it has both a strong staff and Board. Nonetheless, we have found that our proposed facilitated strategic planning process provides the following benefits:

Excellent Introduction for Newer Board Members and to Build Consensus Around Priorities for the Entire Board. Only four of the current directors were on the Board during the previous strategic planning workshop. The previous board responded energetically and effectively to the facilitated process. It would be beneficially for the new Board to have the same opportunity. Our focus on a Board-centered workshop provides an ideal opportunity for both newer and longstanding directors to jointly consider all the key issues facing the District and engage with their fellow directors, management team, and union representatives in-depth on these topics.

Help the District to Act Decisively and Proactively on Key Issues. In an era of rapid changes and ongoing challenges, Strategic Planning makes it possible to deal with all the key challenges proactively and in priority order. Strategic Planning provides an organized method for evaluating major programs, resolving challenges, and setting priorities far more effectively and comprehensively than in regular Board meetings or workshops.

Strengthen staff's appropriate role and authority to implement policy direction while the Board strengthens its policymaking role. Even in agencies with effective governance and management like CVMVCD, the strategic planning process reinforces and strengthens both the Board's ability to set clear policy direction and the staff's authority and flexibility to carry it out.

Project Approach

Rauch Communication Consultants proposes to use a step-by-step, proven approach to strategic planning that has been adapted to meet the needs of CVMVCD. It may be modified following step 1 to further customize it to meet the District's specific needs and the situation.

Step 1. COORDINATION, REVIEW INTERVIEWS, AND PLANNING.

The process starts with an initial kickoff conference call to clarify expectations, participants, process, documents to review, desired outcomes, and any other open issues.

Next, the consultant reviewing key planning and background documents selected by the General Manager: agendas and minutes, studies, budget, public outreach documents, etc.

Initial analysis. This stage initiates analysis that depending on the situation, may include a needs assessment, gap analysis, SWOT, or TOWS analysis initiated in the researched phase and completed during the staff and board workshops.

Confidential Interviews. Experience has shown that one of the best tools for gaining early insight into key issues facing an organization at the start of a strategic planning process is one-on-one confidential interviews with key individuals. The confidential interview process gives the people who have the greatest influence on the organization a chance to candidly express their interests, concerns, and perspectives. Interviews provide the following benefits:

- Introduces the facilitator to the key participants, which helps the facilitator plan how to most effectively facilitate the specific involved players.
- Provides an arena for the facilitator to gather any sensitive information that people may feel uncomfortable bringing to the table. This allows the facilitator to ensure that all key issues are dealt with.
- Helps the interviewees to start thinking about strengths, weaknesses, opportunities, threats, and their own goals and priorities.

We are proposing to interview the 11 Board member, seven management team members and two union representatives.

Step 2. BOARD WORKSHOP #1 EVALUATE THE DISTRICT AND IDENTIFY STRATEGIC ISSUE AREAS

Following the interviews and research conducted in Step 1, the consultant will evaluate the approach to the workshops describe here and determine if changes in the approach are recommended.

The strategic planning workshops are the heart of the process. Our workshops are designed to obtain consensus on key issues rapidly and effectively. Participants are proposed to be the Board, leadership team, and two union representatives. The workshop takes inputs from the interviews and research phase and uses facilitated exercises designed to develop a clear policy-level direction. Some of the topics that are likely to be covered include:

- **Self-Assessment: Rating the District Today.** To chart a path to the future, the District will need to identify where it stands today: what is working what is not working optimally, and how each participant views various aspects of the District.
- **Identify Strengths and Weaknesses.** Identifying the significant current and future issues that can impact the organization and the most promising opportunities to deal with those threats or make improvements.
- **Identify the Highest Priority Issues.** The group discusses and identifies the critical challenges or opportunities that the District must tackle if it is going to accomplish its mission.
- **Vision Exercise.** The participants will be asked to paint a picture of what they would like the District to look like in the mid-to long-range future.
- **Develop Strategic Issues Areas.** The group will take all the information above and organize it into an initial set of strategic issue areas and their priorities with the facilitator's assistance. These strategic issues will later be translated into goals and objectives during step 3. Workshop #1 runs typically from morning until roughly mid-afternoon or so.

Step 3. STAFF ENGAGEMENT

There are many ways to engage staff in the process: confidential interviews, surveys, and small group, departmental and/or all-hands workshops, and others. We propose taking the same approach as we did during the last process: provide the leadership team with detailed guidance on how to work with each department to review the draft plan, comment on it, and provide input. We will also help analyze the results and build them into the Plan.

Options for Community Engagement. Experience has demonstrated that there are substantial benefits to providing input into the planning process from others, including from peer agencies and the public. There are numerous ways to do this, including surveys, public review period, press releases, public meetings, presentations to stakeholder groups, and more.

Rauch Communication Consultants' twin areas of expertise are strategic planning and public involvement and outreach programs. We have facilitated hundreds of successful public meetings and public engagement processes to engage citizens and obtain input and support for a wide variety of programs. If there is an interest in considering community engagement in the Plan, we can provide options and costs. If desired, other approaches for obtaining staff input can be evaluated.

Step 4. IMPLEMENTATION PLANNING AND REALITY CHECK

In order to properly evaluate the feasibility of the Plan and later implement it, it is necessary to develop an implementation plan. In other words, what initiatives or work must be implemented in order to achieve the goals, objectives and priorities. The level of detail varies by organization, but there should be enough detail to make it possible to reality check the Plan and determine if the Plan is doable in terms of monetary resources, staff time and expertise, as well as sequencing. If any of the Board's goals, objectives, or priorities are not doable with current resources, it can be brought to their attention to consider adjustments to the Plan or acquire additional resources.

The implementation plan provides accountability by providing basic timelines and naming someone as responsible for the work. Development of the Implementation Plan is, necessarily, primarily a staff responsibility with support of the Consultant.

Step 5. DEVELOP MONITORING AND OVERSIGHT PLAN AND FINALIZE

Monitoring and Oversight Plan. The consultant will work with staff to document a process for reporting on the Plan and for performance measurement, Board oversight, and progress monitoring. This would include when and how the Plan will be updated and rolled forward so that there is always a multi-year guide to the future.

Present to Board, Finalize and Approve. After the Plan is finalized, staff will present it to the Board for approval.. If there are any final comments or questions, the consultant will make final refinements, proof the document, and produce a final, approved copy.

Deliverables and Timing

Deliverables. The final Strategic Plan would include the mission, vision, values goals and objectives. Board priorities for the goals and objectives would be indicated. In addition, the Plan would summarize the current and expected challenges and opportunities facing the District identified in the process. It would also outline how this Plan relates to the Departmental Plans. There would be an implementation plan, including timing and someone named responsible for each strategic initiative, and a plan for performance monitoring and Board monitoring and oversight. The entire document would be written clearly, include professional graphic design, flow in a logical order, integrating the findings, goals, and objectives in a seamless, easy-to-follow manner.

Timing. We can be available to start at an agreed-upon date soon and complete the process by the end of the calendar year as requested.

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Selected Examples of Our Experience

In our experience, Boards that identify concrete goals, priorities, and timelines are more successful in addressing issues. Here are some examples of our experience helping organizations carry out their mission.

California Special Districts Association, Strategic Plan. Rauch Communications was called in to assist this major statewide organization in preparing a Strategic Plan. The Plan was received enthusiastically by both Board and Staff, and implemented.

Association of California Water Agencies, Strategic Plan. ACWA is the oldest and largest statewide organization of water agencies in California, with a membership consisting of public agencies and numerous engineering, legal and financial organizations. Rauch Communication Consultants planned and conducted its Vision 2000 strategic planning process, which significantly altered the organization's structure and direction. The new Plan was developed with a comprehensive outreach program involving numerous coordination meetings and is considered a complete success.

Golden Empire Transit District. Rauch Communication Consultants worked closely with the Board and management staff of this Bakersfield agency to analyze district issues and concerns and then prepare a set of findings and recommendations to revitalize the agency, restore management credibility and rebuild staff morale and effectiveness.

Cordova Recreation and Park District. This District faced pressure to build new facilities, questions about appropriate levels of services, and also challenges in building support for funding new initiatives. There were also role and relationship issues between the manager and Board, as well as other issues. These issues were all resolved through a facilitated Direction setting process.

National Water Resources Association, Strategic Plan. This Washington-based national organization brings information about the federal policy to its membership and provides lobbying before Congress on their behalf. Rauch Communication Consultants planned and conducted the process leading to the development of their Strategic Plan.

San Joaquin River Exchange Contractors Water Association. This is the organization's first strategic Plan. It tackled the very complex issues facing the Contractors and helped them manage the recent drought more effectively than many of their other agricultural neighbors.

Rancho Murieta Community Services District. Worked closely with the Board of Directors and staff to create a new mission statement, vision, objectives, goals and set of action items as part of the complete Strategic Plan for this Community Services District that provides sanitary, water, security, roads and other services.

Costa Mesa Sanitary District. Worked closely with the Board of Directors and staff to create an initial strategic plan and annual updates. The most recent Strategic Plan led to a series of dramatic changes in direction that took several years to complete.

Kern County Water Agency. This agency supplies all the imported water in Kern County, a largely agricultural area that is now also experiencing a rapidly growing urban center. The Agency imports over one million-acre feet of water per year, making it a leader in California's water structure. Rauch Communication Consultants planned and conducted the development of its Strategic Plan,

working closely with the Board, senior management, numerous member districts, and a major city and the county. Over 57 different agencies and key individuals were interviewed along the way. The Plan was unanimously adopted.

Novato Sanitary District. This agency had aging treatment facilities under regulatory mandates to make upgrades and collection system with significant capacity and I&I problems. The consultant worked with the staff and the Board as they evaluated and undertook a major upgrade of their collection system and complete rebuild of their treatment plant and transition to operating the treatment under contract to a private corporation under intense public scrutiny. Rauch Communication Consultants also facilitated development of a formal strategic plan and update and the Organization currently enjoys, extremely high service quality, low rates and customer satisfaction.

Santa Clara Valley Water District. This agency provides water supply and flood control services for a major portion of the Silicon Valley. With an annual budget running in the hundreds of millions of dollars, it impacts numerous aspects of the area's economic, residential, and environmental aspects. Rauch Communication Consultants conducted the initial strategic planning workshops of the Board of Directors and senior management, which defined the district's future direction.

Las Virgenes Municipal Water District. Worked with the Board and staff to annually update and incrementally restructure the existing strategic plan and facilitate the annual development of updated action plans. Las Virgenes Municipal Water District provides both water and wastewater services, with wastewater issues predominating in the planning process: expanding recycled water use, maintaining a strong environmental focus, meeting NPDES and discharge challenges, and more.

Goleta Sanitary District. Facilitated an initial strategic plan and many annual updates for this sanitary district along the coast of Goleta, California. Also, it provides ongoing support and facilitation to Staff and the Board of Directors in developing plans and responses to important events.

Castaic Lake Water Agency. This agency's Plan, covering the whole of a rapidly developing area in Los Angeles County, involves the development of a multi-phase resources plan. The Agency is a large water importer serving the area. Rauch Communication Consultants conducts the annual strategic planning retreats of the Board of Directors, and prompted development of the Strategic Plan.

Arvin Edison Water Storage District. This large and thriving agricultural District is well known for its complex, sophisticated and wide-ranging, In-lieu, banking, exchange and other water management programs that involve upwards of 400,000 acre-feet of water per year in some years. Despite their successes, as a result of strategic planning, they made a substantial structural reorganization, committing their General Manager 100% full time to only focusing on developing long-term future water supplies in response to perceived long-term threats. The rest of the management team was reconfigured to accommodate the changes.

Statement Of Qualifications and Experience

RAUCH COMMUNICATION CONSULTANTS, INC.

Rauch Communication Consultants Inc. has served the special district community for almost 50 years in California. During that time, we have worked with over 225 agencies throughout the state and with most of the leading organizations that deal with water resources and local agencies, such as CSDA, ACWA, CASA, and others. The great majority of our clients are water and wastewater agencies, but we have worked with individual agencies of every kind and size in most corners of the state.

Our firm offers three consulting specialties: assisting clients to develop strategic plans, implementing strategic public outreach programs, and consulting to resolve internal management issues. We conduct these services out of our office in, Campbell (San Jose), and through our affiliates in other cities around the state.

Our expertise in public involvement and outreach lends itself to effectively gathering public input. We are expert facilitators and have planned and facilitated hundreds of successful meetings and workshops over the years.

We completed the strategic Plan for the California Special District Association and dozens of special districts. We led ACWA's Vision 2000 strategic plan that significantly changed the structure and direction of the organization, as well as key strategic planning sessions for CASA during a time of organizational change. A selected list of clients for whom we have provided strategic planning services is given later in this proposal, along with brief client case studies and testimonials.

We have also served as speakers for conferences and seminars on strategic planning and public outreach for numerous District associations.

What Our Clients Say About RCC

"Two things surprised me when Martin led our Board members through strategic planning: The first was that he was an incredibly quick study in understanding the issues and the nuances of working through them. The second was how he got our Board to open up and freely discuss the issues. Not only was I surprised at how much he got them to talk and share, but the Board members were surprised at how like-minded they were at the end of the process." [Arvin Edison WSD](#)

"On behalf of the California Special Districts Association, I wanted to take a moment to thank you for the wonderful job you did at our 2007 Board Planning Session. You did your homework; found the common denominator and provided the Board and my executive staff with a positive outlook for the future of CSDA...We were all impressed and came away with a sense of positive change for the Association." [California Special Districts Association](#)

"It was one of the most productive series of meetings of this kind I have participated in professionally."

[Cucamonga County Water District](#)

"...a glowing recommendation for your ability to prepare a Strategic Plan."

[Squaw Valley Public Utilities District](#)

"Over the years, I have done many, many strategic plans and this one was impressive for how efficient the process was and it got to the point in a practical and useful way. Too often strategic plans just get put on a shelf until next year. This one has check points and useful targets and tasks regularly thru next year."

[Director Novato Sanitary District](#)

"Though your skilled mentoring and carefully executed annual planning sessions . . . this District has been able to rise from the depths of public unrest to a position of public trust. . . So much of what we have accomplished is credited to the tools that you have given us along the way."

[San Juan Water District](#)

"I wanted to give you thanks for your guidance in helping the Board members make decisions that resulted in a healthy working, and I believe, successful atmosphere here in our District...We have a Board and Management team who get along and support each other. Again, thank you for your capable knowledge and assistance..."

[Cordova Recreation and Park](#)

"Our Board was having a tough time communicating between ourselves, and unable to communicate with staff. The workshop you put together for us has given us a clear vision and made all the difference in the world."

[Three Valleys Municipal Water District](#)

"Thanks for your assistance with this long overdue process. Great workshop outcome. It went a long way to provide the current Board camaraderie and trust."

San Diego County Water District

"This strategic plan was impressive for how efficient the process was, and how it got to the point in a practical and useful way."

Novato Sanitary District

"Our Strategic Planning Workshop, which you facilitated . . . provided the Board with a greatly improved understanding of the many issues facing the District both now and in the future— which makes it possible for the Board to provide a more focused and clear policy direction to staff . . . Perhaps more importantly, your facilitated process helped our Board and Staff develop a consensus around a much larger, but still realistic vision of what our District needs to be in order to best serve our customers."

Cucamonga County Water District

"Rauch Communication Consultants has been working with our Board of directors and management team for the past ten years. They have facilitated annual strategic planning workshops that have helped us keep everyone focused on the critical priorities of our district. With RCC's help we have learned to address the major long-term issues, and develop effective action plans to deal with them. It has really made a difference!"

Truckee Donner Public Utility District

The Consultant Assigned to The Project

MARTIN RAUCH, President, Rauch Communication Consultants

Martin Rauch is President of Rauch Communications Consultants, a full service strategic planning and public outreach firm with main office near San Jose California that has served over 175 clients in California during the past 40 years.

The work will be carried out primarily by Martin Rauch. He brings to this task experience in group dynamics, developing consensus, Board and District strategic planning, and facilitation.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These complex events include focus groups, citizen's advisory committees, community presentations and public meetings.

Working out of RCC's San Jose Office, Martin also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 15 years, he has provided strategic outreach support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), California Special Districts Association (CSDA) and others. He was a regular faculty member of the Special District Institute, is a regular speaker for CSDA, and is on the Board of the Special District Leadership Foundation. He is the principle author of the Special District Leadership Foundation certificate course on strategic planning, and has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a Bachelor of Arts degree with High Honors from the University of California at Santa Barbara. Martin's formal training also includes completion of Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements.

List Of Selected Clients

ASSOCIATIONS, JPAs, STATE, FEDERAL AND OTHERS

Association of California Water Agencies (ACWA)
California Special Districts Association (CSDA)
California Association of Sanitation Agencies (CASA)
California Department of Water Resources
Special Districts Institute
California Sanitation Risk Management Authority
California Association of Public Cemeteries
Friant Water Authority
WaterReuse Association
California Mosquito and Vector Control Association
American Desalting Association
Association of Groundwater Agencies
San Luis Delta-Mendota Water Authority
San Joaquin River Exchange Contractors Water Authority
North Bay Water Reuse Authority
Faculty Association of Community Colleges
National Water Resource Association
Water Education Foundation
Pacific Coast Association of Port Authorities

Sewer Authority Mid-Coastside
Mission Research Corporation
Stone Creek Company
Suburban Water Systems
Boyle Engineering
Dokken Engineering
El Solutions
McCormick, Kidman, and Behrens
Pennfield and Smith
Redwine and Sherill
White House Office of Policy Development
National Water Resource Association
North Bay Watershed Authority
San Gabriel Valley Water Association
San Gabriel Basin WQA
Santa Barbara Special District Association
Cachuma Operations Maintenance Board
Cachuma Conservation Release Board
California Sign Association

LOCAL GOVERNMENT AGENCIES

BUTTE COUNTY

Oroville-Wyandotte Irrigation District

CALAVERAS COUNTY

Calaveras County Water District

CONTRA COSTA COUNTY

Diablo Water District
Contra Costa Water District
Stege Sanitary District
Dublin San Ramon Service District

EL DORADO COUNTY

South Lake Tahoe PUD

IMPERIAL COUNTY

Imperial Irrigation District

KERN COUNTY

Arvin Edison Water Storage District
Indian Wells Valley Airport District
Indian Wells Valley Water District
Kern County Water Agency
West Kern Water District
North of the River Municipal Water District (Bakersfield)
Oildale Mutual Water Company
North Kern Water Storage District
Golden Empire Transit District
Terra Bella Irrigation District
Friant Water Users Authority
Cawelo Water District
Arvin Community Services District
North Bakersfield Recreation and Park District

Inyokern Community Services District

Shafter Park and Recreation District

LASSEN COUNTY

Lassen Municipal Utility District

LOS ANGELES COUNTY

Los Angeles County Park and Rec
Castaic Lake Water Agency
Central Basin MWD
Pico Water District
Upper San Gabriel Valley MWD
West Basin MWD
San Gabriel Valley MWD
Water Replenishment Dst. of So. Cal.
San Gabriel County Water District
Main San Gabriel Basin
Watermaster
California Domestic Water Company
Pasadena Historical Museum
Three Valleys MWD
Newhall County Water District
Las Virgenes Municipal Water District
Conjunctive Use Working Group (?)
Palmdale Water District
City of Sierra Madre
City of Arcadia
City of El Monte
City of La Puente
East Pasadena Water Company
Foothill Municipal Water District
Valley County Water District

MARIN COUNTY

Las Gallinas Valley Sanitary District
North Marin Water District
Sausalito-Marin City Sanitation Dst.
Tamalpais CSD
Sanitary District #5 (Tiburon)
Novato Sanitary District
Ross Valley Sanitary District
San Rafael Sanitation District
City of San Rafael
Central Marin Sanitary Agency
County of Marin
Novato Disposal Services, Inc.
San Quentin Village and Murray Park

MERCED COUNTY

Central California Irrigation District

MONO COUNTY (and MADERA)

Mammoth Community Water District

MONTEREY COUNTY

Marina Coast Water District
Monterey Peninsula Water Management District
Monterey Regional Water Pollution Control Agency
Pebble Beach CSD

NAPA COUNTY

Napa County
Napa Sanitation District

NEVADA COUNTY

Northstar CSD
 Truckee-Donner Public Utility District
 Tahoe Truckee Unified School District

ORANGE COUNTY

Municipal Water District of Orange County
 Mesa Consolidated Water District
 Los Alamitos County Water District
 South Coast Water District
 Serrano Irrigation District
 El Toro Water District
 Orange County Water District
 Costa Mesa Sanitary District
 Capistrano Beach County Water District
 Coastal Municipal Water District
 Midway City Sanitary District
 TriCities Municipal Water District
 Yorba Linda Water District
 Placentia Library District
 Laguna Beach County Water District
 Emerald Bay Service District
 Moulton Niguel Water District
 Orange County Vector Control

PLACER COUNTY

San Juan Water District
 North Tahoe Public Utility District
 Squaw Valley Public Services District

PLUMAS COUNTY

East Plumas Health Care District

RIVERSIDE COUNTY

Coachella Valley Mosquito & Vector Control District
 Mission Springs Water District
 29 Palms Municipal Water District
 Rancho California Water District
 South Mesa Water Company
 Elsinore Valley MWD
 Santa Rosa CSD
 Beaumont Cherry Valley Water District
 Santa Ana Watershed Project Authority
 Desert Healthcare District

SACRAMENTO COUNTY

County of Sacramento Public Works Agcy.
 Sacramento Regional County Sanitation District
 Fair Oaks Water District
 Arcade Water District
 Sacramento Metropolitan Water Authority
 Carmichael Water District
 Rio Linda Water District

Northridge Water District
 Rancho Murrieta Community Services District
 Cordova Recreation and Park District

SAN BERNARDINO COUNTY

Big Bear Municipal Water District
 Monte Vista Water District
 Big Bear Airport District
 Yucaipa Valley Water District
 Bear Valley Community Hospital District
 Bear Valley Community Services District
 City of Big Bear Water and Power Department
 Joshua Basin Water District
 Inland Empire Utility Agency
 East Valley Water District
 Big Bear Area Regional Wastewater Agency
 Victor Valley Water District
 Cucamonga County Water District
 San Antonio Water Company
 Chino Basin Watermaster
 ITI Desert Water District
 San Bernardino Valley Water Conservation District
 Big Bear City CSD
 City of Big Bear Lake
 Hi-Desert Water District
 West San Bernardino County Water District

SAN DIEGO COUNTY

San Diego County Water Authority
 Padre Dam Municipal Water District
 Rincon del Diablo MWD
 Vallecitos Water District
 Helix Water District
 Leucadia Wastewater District
 North County Fire Protection District
 Olivenhain Municipal Water District
 Santa Fe Irrigation District
 Otay Water District
 Fallbrook Public Utility District
 Rainbow Water District
 Vista Irrigation District

SAN FRANCISCO COUNTY

Golden Gate Bridge, Highway, & Trans. District

SAN JOAQUIN COUNTY

Ripon Fire Department

SAN LUIS OBISPO

Templeton CSD
 Port San Luis Harbor District
 San Simeon CSD

Cambria Community Services District
 Nipomo Community Services District

SAN MATEO COUNTY

East Palo Alto Sanitary District
 San Mateo County Harbor District
 Montara Water & Sanitation District
 Sewer Authority Mid-Coastside

SANTA BARBARA COUNTY

City of Santa Barbara
 Goleta Sanitary District
 Montecito Sanitary District
 Carpinteria Sanitary District
 Santa Maria Public Airport District
 Goleta Water District
 Montecito Water District
 Cachuma Project Authority
 Goleta West Sanitary District
 Mosquito and Vector Management District
 Isla Vista Recreation and Park District
 Lompoc Hospital District
 Santa Barbara County Vector Control District
 Carpinteria Valley Water District
 Santa Ynez Community Services District
 La Cumbre Mutual Water Company

SANTA CLARA

Santa Clara Valley Water District
 West Valley Sanitation District

SANTA CRUZ COUNTY

Scotts Valley Water District
 Pajaro Valley Water Management Agency (Watsonville)
 Central Fire Protection District
 Santa Cruz FPD
 Soquel Creek Water District

SOLANO COUNTY

Rural North Vacaville Water District

SONOMA COUNTY**TULARE COUNTY**

Friant Water User Authority
 Visalia Public Cemetery District

VENTURA COUNTY

Camrosa County Water District
 Rancho Simi Rec. & Park District
 Casitas Municipal Water District
 Conejo Recreation and Park District
 Ojai Valley Sanitary District
 Calleguas Municipal Water District
 Meiners Oak County Water District
 Marina Coast Water District
 Camarillo Health Care District

Examples Of Implementation Plans

EXAMPLE OF AN IMPLEMENTATION PLAN THAT SUMMARIZES THE APPROACH TO IMPLEMENTATION

This is an example of an implementation plan with relatively little detail, but enough to make clear how the goals, objectives and priorities will be implemented.

2 GOAL: GOOD INTERNAL AND EXTERNAL GOVERNANCE				
2.1	Conduct annual Board governance review	EC	Feb 17	On-calendar
	Staff will support the Board to evaluate governance each year. To facilitate Board and Committee meetings, staff will evaluate improved audio-visual equipment (including microphones) for board meetings, as well as the possibility of carrying out some board or committee meetings via teleconference.			
2.2	Manage urgent issues using a timely and transparent process	GM	N/A	On-calendar
	Develop a specific protocol for decision-making under urgent or emergency conditions.			
2.3	NEW: Ensure proper board, staff and member manager roles	GM	Jul 17	On-calendar
	Develop official written descriptions for each Board office and committee. Evaluate in the Annual Review.			
2.4	Build bridges with the other two partner organizations and farmers	GM	N/A	See Implementation Plan
	Areas of agreement and cooperation across all organizations will be documented in a "white paper" that represents common areas of administrative, policy, and regulatory agreement. The Authority will also, carry out an Annual Meeting in Spring 2017 for all contractors, farmers, staff, and Reclamation officials.			
2.5	Act in a fair, balanced, clear and consistent manner with partner agencies	GM	Jul 17	On calendar
	This supports the overarching purpose of Goal 2, which is reunification as a highly functional organization that is the clear choice for Division contractors to advocate for their interests within the broader California water community. Progress in this area will be evaluated in the Annual Review.			

EXAMPLE OF A STAFF IMPLEMENTATION PLAN IN THE FORM OF A DETAILED WORK PLAN

Each implementation plan is customized to fit the needs of the client. The example below is just another approach to implementation planning in which the consultant works with staff to develop a detailed work plan that would demonstrate how it proposes to achieve the goals and objectives.

No.¶	P.¶	Action¶	Lead¶	Board¶	Status/Comments¶	Time¶
1.0.0¶	¶	GOAL 1—WATER SUPPLY. Develop and maintain a high-quality water supply that meets the needs of our community today and in the future.¶				
1.1.0¶	¶	Identify long-range water supply options.¶				
1.1.1¶	1¶	Participate in the evaluation of the proposed improvements and expansion of the water supply, treatment, distribution and storage systems to meet demands of proposed development. Verify proposed supply is adequate to meet proposed demands.¶ Negotiate Development Agreement(s) to address conditions of service.¶	Mike¶ ¶	¶	Pete & Jesse Schedule-driven by developer(s)¶	June 2011— Dec. 2013+ beyond¶ ¶
1.1.2¶	1¶	Develop a Feasibility Study of water supply options and incorporate information on key study and implementation steps, including CEQA, funding, timelines, permits, TROA implications, costs and benefits, pros and cons, infrastructure needs, next steps and other pertinent information for all practical options.¶ Specifically consider redundancy, maximizing water supply from within the watershed by accessing previously unavailable areas, imported options, optimizing internal resources through conservation, treatment, etc. Incorporate into an update of the Master Plan upon completion of improvements spurred by new development.¶	Jesse¶ ¶	¶	Mike¶ Build on existing Sept. 2009 Study.¶ (1.2.0)-(1.5.0)- (2.2.2)¶	May 2012— Nov. 2013¶
1.1.3¶	2¶	Look for partnerships to enhance water supply options . Continue to collaborate with other agencies. Pursue funding opportunities for primary and redundant water supply projects, including the Truckee River Utility Corridor & Bike Trail Project (2.2.2).¶	Mike¶ ¶	¶	(2.2.2)¶	July 2012— Dec. 2013+ beyond¶
1.1.4¶	2¶	Communicate with the public effectively about the purposes, pros and cons of the various water supply options. Utilize the Communications Plan (3.2.1).¶	Mike¶ ¶	¶	3.2.1¶	Jan. 2013— Dec. 2013+ beyond¶
1.2.0¶	¶	Complete Phase II of the Creek Aquifer Interaction Study.¶				
1.2.1¶	1¶	Procure funding and complete Phase II—Creek Aquifer Interaction Study . The project will quantify the impact of groundwater pumping on flows in Squaw Creek and provide information on developing and implementing different pumping management and/or creek strategies to increase the amount of water that could be stored in local aquifers. It advances water supply reliability and promotes groundwater storage.¶	Mike¶ ¶	¶	Jesse, Cindy¶	May 2012— Dec. 2013¶

No.¶	P.¶	Action¶	Lead¶	Board¶	Status/Comments¶	Time¶
1.3.0¶	¶	Apportion costs and benefits fairly among the water supply users.¶				
1.3.1¶	3¶	Perform update of Capital Replacement Program (4.1.0). Implement a Work Order System to track operating expenses by department to determine the cost of each service provided. Use data to accurately set rates and assessments that correlate to the levels of services provided (4.2.0). Update Water Plant Availability Charge (PAC) Fees and Connection Fees (4.3.0).¶	Mike¶ ¶	¶	Aleta, Jesse¶ (4.1.0)-(4.2.0)- (4.3.0)¶	See sections- referenced¶
1.4.0¶	¶	Monitor Status of the Truckee River Operating Agreement (TROA).¶				
1.4.1¶	3¶	Prepare a Biennial TROA Status Report that includes: 1) status of implementation of the Agreement; 2) relevance to District water supply planning, permitting, and operations (e.g., regulatory constraints on import project, well development, surface water diversions, and other water supply options); and 3) strategies and actions to anticipate, plan, respond, and react to implementation of TROA.¶	Mike¶ ¶	¶	Once per 2 years.¶ (3.3.0)—cost share- w/ other agencies.¶	¶
1.5.0¶	¶	Seek funding for an Olympic Valley Watershed Study.¶				
1.5.1¶	2¶	Apply for grant funds through Integrated Regional Water Management (IRWM) and Local Groundwater Assistance Program (LGWAP) to study the entire watershed.¶	Cindy¶ ¶	¶	(4.4.1)¶	May 2012— Dec. 2013¶
1.5.2¶	2¶	Implement the Watershed Study if funding can be found. Study, investigate, and evaluate expanding local water supply resources from areas in the upper watershed, beyond the basin (valley floor) considered in the Groundwater Management Plan (GMP). Consider horizontal wells, springs, variable snow accumulations, surface water flows, subsurface flows, effects of snowmaking, road construction, etc.¶ Prepare on overall design of the study. Perform study. Incorporate into Feasibility Study, Creek Aquifer Interaction Study, and Communications Plan.¶	Mike¶ ¶	¶	(1.1.0)-(1.2.0)- (2.1.3)-(3.2.0)¶ ¶	May 2012— Dec. 2013+ beyond¶

EXAMPLE OF A DETAILED IMPLEMENTATION PLAN INTEGRATED WITH OTHER PLANS & THE BUDGET

This example is similar to the work plan above, but goes even further, linking the strategic Plan with the budget, project planning tools, and provides progress details.

SUPPLEMENTAL BUDGET PROJECTS						FISCAL YEAR ENDED				PROGRESS NOTES	% Compl	Estimated Completion	Cost To Date (Identifiable)	Expected Revenues	supplemental Balance
Strategic Line #	Budget Line #	Project #	Proj. Manager	PROJECT NAME	PROJECT DESCRIPTION	2013	2014	2015	2016						
GOAL 1: PROTECT GROUNDWATER. Recognize groundwater as the District's most valuable asset and protect it as a top priority															
1.1.0 Slow and eventually reverse declining groundwater levels and protect the imported water entitlement															
1.1.3	SF-1224808/834		JG	<i>Recharge Basin & Pipeline Project</i>	Construction Phase	\$ 3,952,000	\$ 3,952,000			Final design 100%. Construction . contingent . Proposition 84 and other funding. Approx. . Protected vegetation has been removed and relocated from the basin site. Awaiting Caltrans permits for final pot holes. Estimated time to go to bid is March or April. (\$7,820,000 including a 20% contingency)	0%	12/31/2013	\$ -	\$ 7,904,000	\$ -
GOAL 2 OPERATIONAL AND ASSET MANAGEMENT Design, build, operate and maintain facilities for reliability and cost efficiency.															
2.1.0 Carry Out a Strong Maintenance Management Program that is fully proactive and documented															
2.3.1	SF-1201	Z37	JG	High Desert Medical Center Waste Water Package Plant	To be paid by HDMC - see matching revenue at end of list.	\$ 750,000	\$ 750,000				0%	9/30/2013	\$ 30,427	\$ 1,500,000	\$ (30,427)
PPL	SF-1202		JC	Large Meter Testing	Currently, in order to test or remove a large meter, the service needs to be disconnected. This is a serious problem for some large meters such as the hospital and Continuing Care. The bypass will allow the meters to be removed and replaced without discontinuing service.	\$ 30,000				3/8/12: Jim studying to determine for 1 1/2" & up	0%	6/30/2012	\$ -	\$ -	\$ 30,000
2.3.2	SE-1217	831	JG	<i>System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 1</i>	Develop emergency plan for water outage at HDMC					No cost associated; basically staff & possibly at little Dudek time.		11/30/2012	\$ 34,101	\$ -	\$ (34,101)
2.3.3	SE-1217	831	JG	<i>System Reliability Upgrade for Hospital and County Complex C, B and D-3 Zones - PHASE 2</i>	Have plans prepared for the redundant water service line for the hospital. Construction contingent on funding. June 2013.		\$ 129,000	\$ 129,000				7/31/2015	\$ -	\$ 129,000	\$ 129,000

Project Budget

Coachella Valley Mosquito and Vector Control District Strategic Plan

We propose to undertake the following actions associated with developing the strategic Plan for \$17,000 plus travel expenses.

CMVCD STRATEGIC PLAN PROPOSAL	Senior Consultant	Assoc. Consultant	Project Mgr	Subtotal
	\$245	\$90	\$70	
Hours	30	0	1	31
Step 1. Coordination, Review, Interviews, and Planning. 20 interviews	\$7,350	\$0	\$70	\$7,420
Hours	20	6	1	27
Step 2. Board Workshop #1. (includes transcribing notes, organizing notes and integrating into draft plan)	\$4,900	\$540	\$70	\$5,510
Hours	4	4	1	9
Step 3. Staff Engagement	\$980	\$360	\$70	\$1,410
Hours	4	3	0	7
Step 4. Implementation Planning and Reality Check	\$980	\$270	0	\$1,250
Hours	4	4	1	9
Step 5. Develop monitoring and Oversight Plan and Finalize. Includes final proofing, review and formatting.	\$980	\$360	\$70	\$1,410
TOTAL	\$15,190	\$1,530	\$280	\$17,000

More Cost Estimate Details. No out-of-scope work will be undertaken without prior written approval from the District. Out-of-scope work includes new or extra work on existing tasks, which exceeds the total estimated cost for the project. Actual travel and other expenses will be charged. No photo, printing, or other materials costs are envisioned to be needed for this proposal.

Rates. Strategy planning and management consulting rate for the senior consultants is \$245.00 per hour. Outreach and public involvement programs rate for the senior consultants is \$175 per hour. Outreach and public involvement programs rate for associate consultants is \$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social media and writing specialist's rate is \$45 to \$90 per hour. Rate for Administration, Production Manager, is \$70 per hour.

Travel: For meetings involving travel, the minimum charge is four hours. Travel costs are estimate to range from \$400 to \$900 with the primary variable being whether an overnight hotel stay is needed and the flight cost which varies by day and time.