



*Serving Public Health Since 1928*

**Coachella Valley Mosquito and Vector Control District**

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

**Board of Trustees Meeting**

**Tuesday, February 14, 2023**

**6:00 p.m.**

**REVISED-AGENDA**

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

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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.

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This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), meeting ID: [837 5973 3593](https://us02web.zoom.us/j/83759733593), or click this link to join: <https://us02web.zoom.us/j/83759733593>.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please contact the Clerk of the Board at (760) 342-8287 at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible. The District will attempt to accommodate you in every reasonable manner.

**Before entering the District's facilities, we request that you self-screen for COVID-19 symptoms. We want to work together to help limit the spread of COVID-19.**

- 1. **Call to Order** – John Peña, President
  - A. **Roll Call**
  - B. **Oath of Office**

2. **Pledge of Allegiance**

3. **Confirmation of Agenda**

4. **Public Comments**

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 1:30 p.m. on February 14, 2023, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org). E-mails received prior to 1:30 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

- A. **PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**
  
- B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

All comments are to be directed to the Board of Trustees and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

5. **Announcements, Presentations, and Written Communications**

- A. In remembrance of Dr. Mir Mulla and the impact of his research on the betterment of Public Health in the Coachella Valley.

6. **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 January 10, 2023, Board Meeting **(Pg. 6)**
- B. Approval of expenditures for January 5, 2023, to February 8, 2023 **(Pg. 16)**
- C. Annual Statement of Economic Interests/Form 700 Annual Filing for the filing period of 2022/2023 – **Melissa Tallion, Executive Assistant/Clerk of the Board (Pg. 17)**
- D. Approval to renew the contract with CleanExcel for cleaning services for the District headquarters in an amount not to exceed \$4,192.10 per month from fund 7675.01.305.000 – Contract Services, *Budgeted; funds available* – **David l'Anson, Administrative Finance Manager (Pg. 18)**
- E. Approval to renew the annual agreement with Salton Sea Aerial Services to conduct both aerial adulticiding and larviciding applications; *Budgeted; Funds Available* – **Edward Prendez, Interim Operations Manager (Pg. 19)**
- F. Informational Items:
  - Financials – **David l'Anson, Administrative Finance Manager (Pg. 21)**
  - Important Budget Meeting Dates – **Finance Committee (Pg. 37)**
  - Mosquito and Vector Control Association of California (MVCAC) Annual Conference, January 29-February 1, 2023, Anaheim, California **(Pg. 38)**
  - District Travel and/or Workshops **(Pg. 43)**

## **7. Business Session**

- A. Old Business
  - 1. Discussion and/or approval of Resolution 2023-02 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – **Crystal Moreno, M.S., Human Resources Manager (Pg. 44)**
- B. New Business
  - 1. Discussion and/or approval of Resolution 2023-03 stating intent to participate in the activities of Special Districts Association of Riverside County – **Jeremy Wittie, M.S., CSDM, General Manager (Pg. 50)**
  - 2. Discussion: Nomination for a Regular Member of the Riverside Local Agency Formation Commission (LAFCO) – **Jeremy Wittie, M.S., CSDM, General Manager (Pg. 53)**

3. Discussion: Streaming and/or recording options for Board of Trustees meetings – **Jeremy Wittie, M.S., CSDM, General Manager, and Lena D. Wade, District Legal Counsel (Pg. 56)**

## **8. Committee and Trustee Reports**

### **A. Executive Committee – John Peña, President**

Executive Committee oral report and Executive Committee minutes from January 27, 2023 **(Pg. 57)**

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

Finance Committee oral report and Finance Committee minutes from January 10, 2023 **(Pg. 73)**

### **C. 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.*

## **9. Reports**

### **A. General Manager**

1. General Manager’s Report - Presentation

### **B. Staff - None**

### **C. General Counsel**

*Questions and/or comments from Trustees regarding the report*

## **10. Closed Session**

### **Closed Session (s):**

#### **A. Conference with real Property Negotiators pursuant to Government Code section 54956.8.**

Property: 83733 Avenue 55, Thermal, California

Agency Negotiator: Jeremy Wittie, General Manager

Negotiating Party: Coachella Valley Unified School District

Under Negotiation: Price and terms of payment

**11. 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 February 10, 2023, 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 February 10, 2023

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Melissa Tallion, Clerk of the Board



*Serving Public Health Since 1928*

# **ITEMS OF GENERAL CONSENT**

## COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

### Board of Trustees Meeting Summary of Action Items and Future Tasks January 10, 2023

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#### Board Actions

- ❖ The Board of Trustees did not approve Resolution 2023-01, rather they decided to come back to in-person meetings beginning January 11, 2023.
- ❖ The Board of Trustees approved the General Manager's Employment agreement following evaluation period ending December 2022.
- ❖ The Board of Trustees appointed the Abatement Hearing Committee:
  - Trustee Benjamin Guitron
  - Trustee Gary Gardner
  - Trustee Steve Downs
- ❖ The Board of Trustees appointed the 2023 Slate of Officers:
  - *President: Trustee John Peña*
  - *Vice-President: Trustee Benjamin Guitron*
  - *Secretary: Trustee Doug Kunz*
  - *Treasurer: Trustee Clive Weightman*

#### Tasks and Ownership

- ❖ Register and provide information of interested Trustees for the Virtual Workshop: Board Member Practices to be held January 18 and 19, 2023. - **Melissa Tallion, Clerk of the Board.**
- ❖ Register and provide information of interested Trustees for the SDLA conference to be held February 26 to March 1, 2023, in La Quinta, California - **Melissa Tallion, Clerk of the Board.**
- ❖ Register and provide information of interested Trustees for the AMCA annual conference to be held February 27-March 3, 2023, in Reno, Nevada - **Melissa Tallion, Clerk of the Board.**
- ❖ Provide information of interested Trustees to join the Finance Committee by January 27, 2023 - **Melissa Tallion, Clerk of the Board.**

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Board of Trustees Meeting**  
**DRAFT-Minutes**

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**MEETING TIME:** 6:00 p.m., Tuesday, January 10, 2023

**LOCATION:** 43420 Trader Place, Indio, CA 92201- ***Via Zoom and in-person***

**TRUSTEES PRESENT**

PRESIDENT: Benjamin Guitron	Indio
VICE PRESIDENT: Clive Weightman	Indian Wells
SECRETARY: Dr. Doug Kunz	Palm Springs
TREASURER: Doug Walker	Palm Desert
Denise Delgado	Coachella (filling in)
Steve Downs	Rancho Mirage
Gary Gardner	Desert Hot Springs
Rita Lamb	Cathedral City
Bito Larson	County at Large
John Peña	La Quinta
Janell Percy	County at Large

**TRUSTEES ABSENT**

None

**STAFF AND GENERAL COUNSEL PRESENT**

Jeremy Wittie, General Manager  
Lena D. Wade, Legal Counsel, SBEMP  
Crystal Moreno, Human Resources Manager  
David l'Anson, Administrative Finance Manager  
Jennifer Henke, Laboratory Manager  
Edward Prendez, Information Technology Manager  
Tammy Gordon, Public Information Manager  
Melissa Tallion, Executive Assistant/Clerk of the Board  
Jonathan Abadesco, Fedak & Brown, LLP

Other staff members joined the meeting as well

**MEMBERS OF THE PUBLIC PRESENT**

No

**1. Call to Order**

*President Guitron called the meeting to order at 6:03 p.m.*

**2. Introduction of New Trustees and Oaths of Office**



*President Guitron introduced Trustee Nancy Ross, Cathedral City, and Melissa Tallion administered the Oaths of Office for the new and reappointed Trustees.*

### **3. Pledge of Allegiance**

*Staff member Salvador Becerra led the Pledge of Allegiance.*

### **4. Recognition**

*President Guitron on behalf of the Board of Trustees recognized the four District Employees of the year and awarded their proclamations.*

### **5. Roll Call**

*At roll call all eleven (11) trustees were present.*

### **6. Confirmation of Agenda**

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

### **7. Public Comments**

*Mr. Anderson submitted written comments for both Non-Agenda and Agenda items. Those comments were disseminated to the Board of Trustees and Legal Counsel for review before the meeting. Mr. Anderson's comments are attached for the record.*

### **8. Board Reports**

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

*President Guitron stated that the Executive Committee met on December 16, 2022, and discussed upcoming appointments for the Abatement Hearing Committee and the 2023 Slate of Officers.*

#### **B. Finance Committee – Doug Walker, Treasurer**

*Treasurer Walker reported that the Finance Committee had held its meeting before the Board meeting to review the check report, CalCard charges, and financials for the period ending December 2022. As per normal, there were some questions regarding the charges. All questions were answered to the Committee's satisfaction. The Committee reviewed the FY 2023-24 budget calendar as well as the operational cash flow chart.*

### **9. New Business**

#### **A. Audit Presentation of Fiscal Year ending June 30, 2022 – Fedak & Brown, LLP, and David I'Anson, Administrative Finance Manager**

*David I'Anson introduced this agenda item. Jonathan Abadesco from Fedak & Brown gave his presentation and answered any questions from the Trustees'.*

### **10. Staff Informational Reports**

#### **A. Live Reports**

- General Manager's Report

*Jeremy Wittie introduced this agenda item and gave a brief overview of his General Manager's report*

- B. Semi-annual research reports from the University of California, Davis, University of California, Riverside, Mount Sinai School of Medicine, and the USDA for 2022 – **Jennifer Henke, M.S., Laboratory Manager**

*Jennifer Henke introduced this agenda item and gave a brief overview of the Research reports that were submitted.*

## **11. 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. Approval of Resolution 2022-26 authorizing remote teleconferencing meetings for the period November 13 – December 12, 2022 – **Jeremy Wittie, M.S., CSDM, General Manager**
- B. Amended Minutes for September 13, 2022, Board Meeting and Minutes for October 11, 2022, Board Meeting
- C. Approval of expenditures for October 7, 2022-November 2, 2022
- D. Informational Items:
- Financials – **David I'Anson, Administrative Finance Manager**
  - Correspondence
  - Departmental Reports: Human Resources; Finance; Information Technology; Laboratory & Surveillance Control; and Public Outreach
  - MVCAC Fall Meeting November 1-3, 2022, in Visalia, CA
  - Transfer of mosquitofish to Orange County Mosquito and Vector Control District
  - Donation of TIFA Power Fogging/ULV machine to East Side Mosquito Abatement District
  - 2023 Board of Trustees Meeting Calendar
  - District Travel

*President Guitron asked if any member of the Board would like to pull any specific item for discussion. There was no further discussion.*

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

*Ayes: President Guitron, Trustees Delgado, Downs, Gardner, Kunz, Peña, Percy, Ross, Walker, Weightman*

*Noes: None*

Abstained: None

Absent: Trustee Larson

## 12. Old Business

- A. Approval of Resolution 2023-01 authorizing remote teleconferencing meetings for the period January 11, 2023, to February 9, 2023, and discussion regarding the Boards direction for the February 14, 2023, Finance and Board meeting – **Jeremy Wittie, M.S., CSDM, General Manager**

*Jeremy Wittie introduced this agenda item and gave an overview. The Board came to a consensus and did not approve Res 2023-01. The Board will end remote meetings with AB-361 and resume in-person meetings after January 10, 2023.*

## 13. New Business-Continued

- A. Discussion and/or approval of terms of the General Manager's Employment Agreement following evaluation period ending December 2022 – **ad hoc Negotiations Committee**  
*Lena D. Wade introduced this agenda item and gave an overview.*

*On a motion from Trustee Walker, seconded by Trustee Kunz, and passed by the following roll call votes, the Board of Trustees approved the terms of the General Manager's Employment Agreement following evaluation period ending December 2022.*

*Ayes: President Guitron, Trustees Delgado, Downs, Gardner, Guitron, Larson, Peña, Percy, Walker, Weightman*

*Noes: None*

*Abstained: Trustee Ross*

*Absent: None*

- B. Discuss the appointment of the Abatement Hearing Committee – **Benjamin Guitron, Board President**

*President Guitron introduced this agenda item and provided a summary.*

*On a motion from Trustee Peña, seconded by Trustee Gardner, and passed by the following roll call votes, the Board of Trustees appointed the Abatement Hearing Committee.*

*Ayes: President Guitron, Trustees Delgado, Downs, Gardner, Guitron, Larson, Peña, Percy, Ross, Walker, Weightman*

*Noes: None*

*Abstained: None*

Absent: None

C. Nomination and election of the Board of Officers for the 2023 Calendar Year – **ad hoc Nominations Committee**

*President Guitron introduced this agenda item and introduced the slate of officers for the 2023 calendar year as recommended by the ad hoc Nominations Committee. President Guitron opened the floor for any other nominations or changes to the slate. Hearing none, President Guitron proceeded to ask for a motion to approve the slate as presented.*

*On a motion from Trustee Gardner, seconded by Trustee Downs, and passed by the following roll call votes, the Board of Trustees approved the slate of officers for 2023 as presented.*

*Ayes: President Guitron, Trustees Delgado, Downs, Gardner, Guitron, Larson, Peña, Percy, Ross, Walker, Weightman*

*Noes: None*

*Abstained: None*

*Absent: None*

**14. Comments by General Counsel**

*Lena D. Wade gave an overview of this agenda item and the background of its importance.*

**15. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff**

**Actions**

*The Board thanked President Guitron for his service as president for the last two years. The Board thanked Treasurer Walker for his service last year. Trustee Kunz thanked the Board for allowing him to continue to serve as Secretary. Trustee Weightman noted his eagerness to serve as Treasurer and solicited volunteers to join the Finance Committee.*

**16. Adjournment**

President Guitron adjourned the meeting at 7:22 p.m.

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John Peña  
President

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Dr. Doug Kunz  
Secretary

## Melissa Tallion

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**From:** Brad Anderson [REDACTED]  
**Sent:** Tuesday, January 10, 2023 4:31 AM  
**To:** Melissa Tallion  
**Subject:** Public Comment(s) for CVMVCD Board of Trustees meeting of January 10 2023

January 10, 2023

Coachella Valley Mosquito and Vector Control (CVMVCD)  
43420 Trader Pl.  
Indio, CA. 92201  
(888) 343-9399  
Attn: Clerk of the Board (Melissa Tallion)

Re: Public testimony (written statements)

Dear Current CVMVCD Board of Trustees member's,

Please review my written statements listed below prior to the consideration of each agenda Item when submitted to the Board. As this organization is well aware of their action to purposely denied access to all related aspects of each agenda Item by the Public before requiring Public comment.

1) Agenda Item: 7-A (Non-Agenda Public comment)

As mention at an earlier meeting of this unique organization, it was stated that details would be shared of CVMVCD operations while employed at that "special" district in prior years. (This is one of many more known (facts) incidents that was witnessed)

Having witness the promotions of CVMVCD employees to supervisory authority within the CVMVCD administration. And being subjected to repeated discriminatory practices by those individuals while attempting to simply perform work assignments to protect the Public from unnecessary Vector activities it was demonstrated that known bias were presented and used by CVMVCD officials to harm certain CVMVCD employees and deceive local residents of abatement actions of the CVMVCD organization.

Please consider reviewing the known and assepted methods of CVMVCD chemical treatment devices being calibrated with active chemicals (potentially expired product) in a matter that contaminated ground and potentially other natural resources. It was witness that CVMVCD employee:

G. Ginn

Approved the use of Insecticides (active chemical) for the use in district (CVMVCD) area-wide equipment calibration performed at the CVMVCD Indio location headquarters in prior years. Please consider the gross over-"treatment" of CVMVCD property that had repeated chemical treatment devices drop potentially expired product over the "same" ground (open field/open soil). Consider that a similar situations at CVMVCD prior Headquarters (Thermal location) have been chemically contaminated and remains potential dangerous if disturbed.

Please consider allowing citizens (Public and local officials) the opportunity to witness CVMVCD operations while performing such actions of equipment calibrations and most importantly CVMVCD surveillance of any and all area-wide chemical treatments (methods of recording treatment results) - this area of discussion will be addressed at future

CVMVCD Board of Trustees meetings. Please be aware, these written statements will be shared with any Interested parties.

2) Agenda Item: 12-A (Resolution 2023-01, Missused CA. AB361)

Opposed,

Please stop the continue missuse of California's AB361, the CVMVCD organization currently serves the greater Coachella Valley (some times the outermost region (out of CVMVCD service boundaries) of CVMVCD trustees private property) such commitment to very few at the enormous cost to most is potentially defined as fraud. It's very concerning that CVMVCD Board of Trustees and certain staff would travel to other destinations while not allowing citizens the opportunity to do the same and attend in-person CVMVCD Public meeting(s) while the CVMVCD has and continues to declare a self imposed operations emergency? (Pre and post dating of resolutions should be discouraged)

3) Agenda Item: 13-A (Current GM "3" year employment agreement)

Opposed,

Due to ongoing investigation into the CVMVCD organization, and long established employee conflicts. It's highly recommended that lengthen employment position contracts shouldn't be offered at this critical juncture. The CVMVCD General Manager (Jeremy Wittie) has very little to no oversight by Coachella Valley citizens. CVMVCD priorities should be abatement control of vectors, having Vectors (Mosquitoes) unsuppressed for pupose's of study (white paper) is a grave disservice to Valley Resident's. And simple to perform actions, such as disallowing the untraceable Moines of thousands of dollars for vehicle expenses to insteade be used for a "CVMVCD marked company car" where the General Manager would be accountable to residents of our community and visible to the Public (not hiding in a private "public funded" vehicle) and not able to be unnoticed while at unsupervised public venues (such as health clubs/public meetings)

4) Agenda Item: 13-B (selection of unusual "abatement" hearing officers)

Opposed,

The CVMVCD abatement policy (written by legal counsel (L. Wade) and CVMVCD employee (R. Dieckmann) is clearly unprofessional and poorly constructed. Any and all compliance hearings should only be performed by State of California judges. The CVMVCD Board of Trustees three person hearing committee and or the complete CVMVCD Board of Trustees are not qualified to make legal determinations of property owners rights. California State courts are the only avenue that the CVMVCD administration should seek - The current CVMVCD administration have demonstrated that it's goal is to expand and continue (empire built) before operating with integrity and honestly.

5) Agenda Item: 14 (general counsel remarks)

Opposed,

Please consider removing this Item from future CVMVCD Board of Trustees meeting agendas - Its unique and unusual to have a service contracted company hired through a Public organization have a standing place on the People's business agendas.

It's been repeatedly demonstrated that CVMVCD current legal counsel have used it's authority to hamper the right's of a Valley resident through radical political elements such as "comment of general counsel" and the reduction of Public speaking times along with the destruction of "best practices" of California Public meetings protocols.

Sincerely,

Brad Anderson | Rancho Mirage, CA\*\*

\*\* please discontinue the procedure of editing submitted documents

**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:

January 5 - February 8, 2023

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	January 6, 2023	231,374.32	
	Payroll Disbursement	January 20, 2023	243,591.41	
	Payroll Disbursement	February 3, 2023	244,498.89	
				<b>719,464.62</b>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
44387	Imperial Irrigation District	Electricity 12/7 - 1/6/22	1,820.32	
44388	Imperial Irrigation Dist-Lab Acct	Electricity 12/7 - 1/6/23	3,881.47	
44389	Indio Water Authority	Water 11/2 - 12/2/2022, 12/2 - 1/4/23	2,129.34	
44390	Petty Cash Chkng Account Custodian	Petty Cash Checking Replenishment	225.00	
44391	Petty Cash Custodian Crystal Moreno	Petty Cash Replenishment	104.80	
44392	SoCalGas	Natural Gas 12/28 - 1/26/23	928.60	
44415	CalPERS Healthcare Acct	Cafeteria Plan-February	94,982.78	
44416	CalPERS - Retirement Acct	Retirement Contributions: 12/22/2022PP, 01/06/2023PP	67,643.81	
44418	Burrtec Waste & Recycling Svcs.	Trash Pickup	454.56	
44419	MissionSquare (Plan# 302318)	Deferred Compensation Contributions: 12/22/2022PP, 01/06/2023PP, 01/20/2023PP	35,665.93	
44420	SoCalGas	Natural Gas 12/28 - 1/26/23	2,367.36	
				<b>210,203.97</b>
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
44393	Abila	Cloud Computing Services	873.86	
44394	Advance Imaging Systems	Contract Services	352.86	
44395	Airgas USA, LLC	Lab Supplies	647.44	
44397	Burrtec Waste Industries	Repair & Maintenance	28.12	
44399	Cintas Corporation #3	Uniform Expense	3,419.37	
44400	CSI Ceja Security International	Security Patrol Services	1,456.00	
44401	Desert Air Conditioning	Repair & Maintenance	648.00	
44402	Desert Electric Supply	Recycle box	123.81	
44403	Jennifer Henke	MVCAC Committee Planning Meeting	117.95	
44404	Jernigan's Sporting Goods, Inc.	Safety Expense	200.00	
44405	Quench USA Inc.	Employee Support	106.60	
44406	RM Broadcasting LLC	Advertising	1,470.00	
44408	SeqGen, Inc.	Maintenance and Calibration	3,300.00	
44409	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	6,472.97	
44411	Waxie Sanitary Supply	Repair & Maintenance	302.26	
44421	Advance Imaging Systems	Contract Services	802.66	
44422	Airgas USA, LLC	Lab Supplies	353.08	
44423	AvQuest Insurance Service	Property and Liability Insurance	5,928.00	
44424	Coachella Valley Compost Facility	Repair & Maintenance	111.56	
44425	CarQuest Auto Parts	Vehicle Parts & Supplies	100.81	
44427	Cintas Corporation #3	Uniform Expense	4,370.93	
44428	CleanExcel	Janitorial Services	3,811.00	
44429	Sarah Crenshaw	Tuition Reimbursement	1,050.00	
44430	C&R Wellness Works LLC dba Wellness Works	Employee Assistance Services	297.00	
44431	CSI Ceja Security International	Security Patrol Services	1,456.00	
44432	Desert Alarm, Inc.	Burglar & Fire Alarm Monitoring Services	1,019.70	
44433	Desert Arc	hard drive destruction	377.00	
44434	Dudek & Associates	Civil Engineering - Parcel Project	480.00	
44435	Employee Relations Inc.	Recruitment/Advertising	225.11	
44436	C & J Brown & Company, CPAS - An Accountancy	Professional Fees	2,677.00	
44437	Ferguson Enterprises	Repair & Maintenance	96.36	
44438	Hypertec USA Inc	Cloud Computing Services	61.24	
44440	Indio Emergency Medical Group	Physician Fees	135.00	
44441	Inova Holding III, LLC dba Inova Payroll of Southern CA	HRIS Cloud Services	1,479.31	
44442	Jernigan's Sporting Goods, Inc.	Safety Expense	347.98	
44443	Kwik Kleen Of The Desert	Offsite Vehicle Maintenance & Repair	235.00	
44444	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	76.07	
44445	Linde Gas & Equipment Inc.	Cylinder Rentals	65.03	
44446	Marlin Leasing Corporation	Contract Services	1,921.97	
44447	Graciela Morales	Tuition Reimbursement	2,438.93	
44448	One-PS	Promotion & Education	35.00	
44449	Pitney Bowes Purchase Power	Contract Services	655.74	
44450	Puretec Industrial Water	Equipment Parts & Supplies	350.98	
44451	Quench USA Inc.	Employee Support	106.60	
44452	Slovak Baron Empey Murphey & Pinkney LLP	Professional Fees	1,627.50	
44453	SC Commercial LLC dba SC Fuels	Motor, Fuel, Oil	7,229.45	
44454	Spark Creative Design	Professional Fees	100.00	
44455	Veolia ES Technical Solutions, LLC	Lab Supplies and Expense	230.55	
44456	Tops N Barricades, Inc.	Repair & Maintenance	91.71	
44457	Total Compensation Systems, Inc.	GASB 75 Roll Forward Report	1,800.00	
44459	Valley Lock & Safe	Repair & Maintenance	47.64	
44460	Verizon Business	Utilities	1,685.22	
44461	Verizon Wireless	IT Communications	1,926.97	
44462	WESCO, Western Scientific Company, Inc.	Maintenance and Calibration	770.00	
	<b>Cash - California Bank &amp; Trust Checking</b>			<b>66,093.34</b>
	<b>Cash - California Bank &amp; Trust Checking</b>			
44396	Big Tex Trailers	Capital Outlay	16,275.75	
44407	Salton Sea Air Service	Aerial Larvicide Rural	13,670.33	
44410	USDA Agricultural Research Service	Research Projects	12,843.00	
44413	Regents University Of California	Research Proposal	84,123.77	
44414	Regents University Of California	Research Proposal	31,708.60	
44417	U.S. Bank	Calcard 1/2023 Statement	109,598.35	
44439	Icahn School of Medicine at Mount Sinai	Research Project	44,430.90	
44458	UC Davis School of Veterinary Medicine	Research Proposal	29,364.25	
	<b>Cash - California Bank &amp; Trust Check Run Total to be Approved</b>			<b>342,014.95</b>
<b>Total Expenditures: January 5 - February 8, 2023</b>				<b>1,337,776.88</b>





Serving Public Health Since 1928

## Coachella Valley Mosquito and Vector Control District

### Staff Report

February 14, 2023

#### Agenda Item: Consent Calendar

Annual Statement of Economic Interests/Form 700 Annual Filing for the filing period of 2022/2023 – **Melissa Tallion, Executive Assistant/Clerk of the Board**

#### Background:

The Political Reform Act of 1974 requires that any position designated in an agency's Conflict of Interest Code must file an annual Statement of Economic Interests (Form 700). All individuals listed in positions in our District's Conflict of Interest Code are required to file a Form 700 with the County of Riverside.

As the filing official for our District, I am responsible for distributing Form 700 to each designated filer and filing them with the County Clerk.

You will receive an email from me no later than Friday, February 17, 2023.

Please submit your completed Form 700 and schedules (if applicable) to me by **2 p.m. on Friday, March 10, 2022.**

You may complete/send the form (s) electronically to me, but I must receive your ***original signature*** on the paper form (Statement of Economic Interests Cover Page). If you will be mailing your form/paperwork to me, please allow sufficient time for mailing.

If you already file a Form 700 with another agency, city, and/or organization, you can submit copies of the paperwork that accompany the Form 700 Cover Page, but I still need a mailed, ***original signature*** on the Form 700 Cover Page.

Instructions are included with the form, but if you need more assistance in completing it, help is available on the Fair Political Practices Commission website [www.fppc.ca.gov](http://www.fppc.ca.gov) or by calling the toll-free helpline 1-866-ASK-FPPC.

**The period covered by this annual statement is from January 1, 2022, through December 31, 2022.**

Please contact me with any questions you may have.



**Coachella Valley Mosquito and  
Vector Control District**

**February 14, 2023**

**Staff Report**

**Agenda Item:** Consent Item

Approval to renew the contract with CleanExcel for cleaning services for the District headquarters in an amount not to exceed \$4,192.10 per month from fund 7675.01.305.000 – Contract Services, *Budgeted; funds available* – **David I’Anson, Administrative Finance Manager**

**Background:**

The District uses an outside contractor for facility cleaning services. The District has contracted with CleanExcel since 2010, their service has been satisfactory and they have met all expectations. In 2019 the District sought proposals for cleaning services and CleanExcel was the lowest responsible bidder. District staff would like to renew the agreement for an additional term of one year and include a ten percent (10%) cost of living increase. The last increase was in 2020.

**Staff Recommendation:**

Staff recommends renewing the contract for one year.

**Fiscal Impact:**

FY2022-23 Budget GL # 7675.01.305.000 Contract Services	Current Available Funds	Proposed Expense Fiscal Year 2022-23	Remaining Available Funds
<b>Amount budgeted \$76,400</b>	<b>35,016</b>	<b>16,768</b>	<b>18,248</b>



**Coachella Valley Mosquito and Vector  
Control District**

**February 14, 2023**

**Staff Report**

**Agenda Item:** Consent Calendar

Approval to renew the annual agreement with Salton Sea Aerial Services to conduct both aerial adulticiding and larviciding applications; *Budgeted; Funds Available* – **Edward Prendez, Interim Operations Manager**

**Background:**

Currently, the District has an aerial applications contract with Salton Sea Aerial Service to conduct adulticide or larvicide applications. The District guarantees the contractor a minimum of 14 hours of work per year to ensure standby availability. In the proposed current renewal, will just extend the contract for one year.

Current rate:

- \$2,350 per hour for aerial applications made day or night. This rate is an all-inclusive rate that includes but it is not limited to costs associated with third-party labor, water truck, and specialized equipment rentals. There is a minimum of fourteen (14) aerial hours per year, for the services rendered by Service Provider pursuant to this Agreement.

The minimum expense is \$32,900 (14 hours) annual budget for aerial services is \$231,000. The expense for aerial services depends on mosquito seasonal needs, expense can range from \$32,900 to \$209,213. The contract is on annual basis and overlaps two fiscal years. For the current fiscal year, the budget balance is \$18,549.68.

**Needs Assessment:**

The application of control products by air in inaccessible areas such as the Salton Sea marsh habitats and where large applications are required, such as in duck club habitats and the wetland marshes is often applied by helicopter rather than truck-mounted equipment because of accessibility and time-saving benefits. The need for this approach to mosquito treatments will continue in the future. In addition, helicopter service provided by Salton Sea Air Service can also apply larvicide and adulticide products to all urban areas of the Coachella valley, if it becomes necessary based on arbovirus indicators and for the control of urban mosquito vectors.

**Staff Recommendation:**

Staff recommends renewing the agreement with Salton Sea Aerial Services for a one-year minimum expense is \$32,900 (14 hours).

**Fiscal Impact:**

FY2022-23 Budget GL 7850.01.500.000- Aerial Applications	Current Available Funds	Proposed Expense Remainder Fiscal Year 2022-23	Remaining Available Funds
<b>\$231,000</b>	<b>\$18,549.68</b>	<b>\$32,900 up to \$68,476</b>	<b>\$18,549.68</b>



*Serving Public Health Since 1928*

# **FINANCE REPORTS**

Coachella Valley Mosquito and Vector Control District  
FINANCES AT A GLANCE  
ALL FUNDS COMBINED  
For the Month Ended January 31, 2023

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	14,097,093	116,845	14,213,937
CASH	172,670	27,804	200,474
INVESTMENTS & CASH	14,269,762	144,649	14,414,411
CURRENT ASSETS	1,669,494	1,347,583	3,017,077
FIXED ASSETS	9,286,644	-	9,286,644
OTHER ASSETS	7,564,490	-	7,564,490
TOTAL ASSETS	32,790,391	1,492,231	34,282,622
TOTAL LIABILITIES	3,752,756	92,287	3,845,043
TOTAL DISTRICT EQUITY	29,037,635	1,399,945	30,437,579
TOTAL LIABILITIES & EQUITY	32,790,391	1,492,231	34,282,622
RECEIPTS			
		\$ 1,258,019	
CASH DISBURSEMENTS			
Payroll	\$ 474,966		
General Admin	\$ 629,365		
Total Cash Disbursements		\$ (1,104,331)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ 1,338,543	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ 1,492,231	

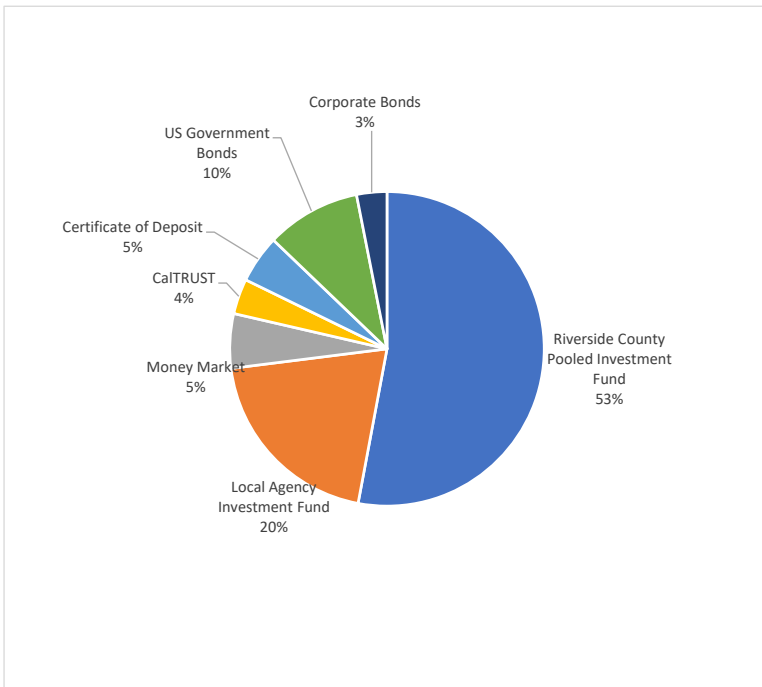
**CVMVCD**  
Cash Journal - deposits  
From 1/1/2023 Through 1/31/2023

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
1/13/2023	December Interest - LAIF	14,858.26	Local Agency Investment Fund
1/31/2023	Bank Interest	104.39	California Bank & Trust
1/31/2023	Janaury Receipts - HOX	12,838.80	Riverside County
1/31/2023	Janaury Receipts - pesticide rebate	1,650.00	Syngenta Corp Protection LLC
1/31/2023	Janaury Receipts - Property Tax Current Secured	1,115,874.05	Riverside County
1/31/2023	Janaury Receipts - PY Supplemental	33,293.14	Riverside County
1/31/2023	Janaury Receipts - SBE	79,310.76	Riverside County
1/31/2023	Janaury Receipts - travel reimbursment	<u>90.00</u>	Douglas Kunz
Report Total		<u><u>1,258,019.40</u></u>	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
INVESTMENT FUND BALANCES AS OF JANUARY 31, 2023**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	Capital Project Insectory Fund	BALANCE
LAIF	Common Investments			2.42%	2,214,248	31,049	57,169	362,884	193,756	\$ 2,859,106
Riverside County	Funds 51105 & 51115			2.92%	5,843,317	81,938	150,868	957,636	511,314	\$ 7,545,073
CalTRUST	Medium Term Fund			2.44%	399,990	5,609	10,327	65,553	35,001	\$ 516,480
CA Bank & Trust	Market Rate			0.15%	617,298	8,656	15,938	101,166	54,016	\$ 797,075
Pershing	Market Rate			0.00%	560	8	14	92	49	\$ 723
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%			59,760	189,240		\$ 249,000
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%			54,480	172,520		\$ 227,000
Goldman Sachs	Certificate of Deposit	9/21/2021	9/22/2026	1.05%		37,736	45,057	142,681		\$ 225,474
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%			166,936	528,629		\$ 695,565
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%			166,009	525,694		\$ 691,703
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%			106,360	336,805		\$ 443,165
<b>Total Investments</b>					9,075,414	164,997	832,917	3,382,900	794,135	<b>\$ 14,250,363</b>

**PORTFOLIO COMPOSITION AS OF JANUARY 31, 2023  
WEIGHTED YIELD 2.38%**



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  
January 31, 2023

				YTD	Current		Current	Current	Annual	Percent
	Annual			Budget	Period		Period	Period	Budget	Annual
	Budget	YTD Budget	YTD Actual	Variance	Budget	Current	Variance	Variance	Variance	Budget
						Period Actual				
<b>Revenues</b>										
4000	Property Tax - Current Secured	4,438,762	2,308,026	<b>2,559,371</b>	251,345	1,022,439	<b>1,195,185</b>	172,745	(1,879,391)	(42)%
4010	Property Tax - Curr. Supplmntl	31,172	0	<b>0</b>	0	0	<b>0</b>	0	(31,172)	(100)%
4020	Property Tax - Curr. Unsecured	199,247	193,369	<b>194,244</b>	875	0	<b>0</b>	0	(5,003)	(3)%
4030	Homeowners Tax Relief	36,924	18,462	<b>18,341</b>	(121)	0	<b>12,839</b>	12,839	(18,583)	(50)%
4070	Property Tax - Prior Supp.	53,097	0	<b>33,293</b>	33,293	0	<b>33,293</b>	33,293	(19,804)	(37)%
4080	Property Tax - Prior Unsecured	9,069	0	<b>0</b>	0	0	<b>0</b>	0	(9,069)	(100)%
4090	Redevelopment Pass-Thru	6,305,008	3,152,504	<b>3,435,863</b>	283,359	0	<b>0</b>	0	(2,869,145)	(46)%
4520	Interest Income - LAIF/CDs	42,000	21,000	<b>46,598</b>	25,598	0	<b>(8,935)</b>	(8,935)	4,598	11 %
4530	Other Miscellaneous Receipts	63,000	36,750	<b>16,215</b>	(20,535)	5,250	<b>1,857</b>	(3,393)	(46,785)	(74)%
4551	Benefit Assessment Income	2,299,810	1,228,967	<b>1,284,600</b>	55,633	1,228,967	<b>1,284,585</b>	55,618	(1,015,210)	(44)%
	Total Revenues	13,478,089	6,959,078	<b>7,588,526</b>	629,448	2,256,656	<b>2,518,824</b>	262,167	(5,889,563)	(44)%
<b>Expenditures</b>										
<b>Payroll Expenses</b>										
5101	Payroll - FT	5,910,271	3,447,658	<b>3,405,882</b>	41,776	492,523	<b>472,656</b>	19,867	2,504,389	42 %
5102	Payroll Seasonal	142,020	89,520	<b>53,814</b>	35,706	10,500	<b>0</b>	10,500	88,206	62 %
5103	Temporary Services	6,900	0	<b>0</b>	0	0	<b>0</b>	0	6,900	100 %
5105	Payroll - Overtime Expense	34,120	17,570	<b>15,103</b>	2,467	2,510	<b>1,092</b>	1,418	19,017	56 %
5150	CalPERS State Retirement	752,856	518,343	<b>451,266</b>	67,077	46,903	<b>43,234</b>	3,668	301,590	40 %
5155	Social Security Expense	360,143	210,497	<b>215,924</b>	(5,427)	29,929	<b>30,109</b>	(179)	144,219	40 %
5165	Medicare Expense	84,227	49,229	<b>51,896</b>	(2,666)	7,000	<b>7,042</b>	(42)	32,331	38 %
5170	Cafeteria Plan	1,263,700	737,158	<b>795,819</b>	(58,661)	105,308	<b>182,548</b>	(77,240)	467,881	37 %
5172	Retiree Healthcare	392,420	228,912	<b>226,127</b>	2,785	32,702	<b>38,445</b>	(5,744)	166,293	42 %
5180	Deferred Compensation	121,857	71,083	<b>24,615</b>	46,469	10,155	<b>(14,006)</b>	24,160	97,243	80 %
5195	Unemployment Insurance	32,066	18,734	<b>23,609</b>	(4,875)	2,666	<b>11,503</b>	(8,837)	8,457	26 %
	Total Payroll Expenses	9,100,581	5,388,705	<b>5,264,053</b>	124,652	740,195	<b>772,624</b>	(32,429)	3,836,528	42 %

CVMVCD  
Statement of Revenue and Expenditures  
January 31, 2023

		Annual	YTD	YTD	Current	Current	Current	Annual	Percent	
		Budget	Budget	Actual	Budget	Period	Period	Budget	Annual	
					Variance	Budget	Actual	Variance	Budget	
<b>Administrative Expenses</b>										
5250	Tuition Reimbursement	20,000	11,667	<b>2,652</b>	9,015	1,667	<b>0</b>	1,667	17,348	87 %
5300	Employee Incentive	15,500	9,042	<b>4,317</b>	4,724	1,292	<b>288</b>	1,004	11,183	72 %
5302	Wellness	5,600	3,267	<b>293</b>	2,974	467	<b>0</b>	467	5,307	95 %
5305	Employee Assistance Program	4,000	2,333	<b>2,151</b>	182	333	<b>608</b>	(274)	1,849	46 %
6000	Property & Liability Insurance	193,570	104,583	<b>136,402</b>	(31,820)	17,798	<b>20,702</b>	(2,905)	57,168	30 %
6001	Workers' Compensation Insurance	206,753	89,356	<b>140,499</b>	(51,143)	23,479	<b>20,071</b>	3,408	66,254	32 %
6050	Dues & Memberships	43,495	35,602	<b>33,577</b>	2,025	262	<b>229</b>	33	9,918	23 %
6060	Reproduction & Printing	27,360	15,960	<b>16,800</b>	(840)	2,280	<b>4,477</b>	(2,197)	10,560	39 %
6065	Recruitment/Advertising	7,500	4,375	<b>3,019</b>	1,356	625	<b>0</b>	625	4,481	60 %
6070	Office Supplies	21,121	12,321	<b>7,693</b>	4,628	1,760	<b>1,186</b>	574	13,428	64 %
6075	Postage	5,750	3,354	<b>1,475</b>	1,880	479	<b>39</b>	440	4,275	74 %
6080	Computer & Network Systems	8,199	4,783	<b>1,549</b>	3,234	683	<b>0</b>	683	6,650	81 %
6085	Bank Service Charges	250	146	<b>91</b>	55	21	<b>0</b>	21	159	64 %
6090	Local Agency Formation Comm.	2,400	1,400	<b>2,541</b>	(1,141)	200	<b>0</b>	200	(141)	(6)%
6095	Professional Fees	45,100	26,308	<b>36,834</b>	(10,526)	3,758	<b>3,085</b>	674	8,266	18 %
6100	Attorney Fees	68,000	39,667	<b>27,124</b>	12,542	5,667	<b>6,473</b>	(806)	40,876	60 %
6105	Legal Services / Filing Fees	1,000	583	<b>0</b>	583	83	<b>0</b>	83	1,000	100 %
6106	HR Risk Management	4,500	4,500	<b>7,819</b>	(3,319)	0	<b>0</b>	0	(3,319)	(74)%
6110	Conference Expense	54,335	31,933	<b>11,078</b>	20,855	14,933	<b>(177)</b>	15,110	43,257	80 %
6115	In-Lieu	13,200	7,700	<b>7,774</b>	(74)	1,100	<b>1,000</b>	100	5,426	41 %
6120	Trustee Support	7,600	4,433	<b>2,101</b>	2,332	633	<b>488</b>	145	5,499	72 %
6200	Meetings Expense	7,010	2,923	<b>906</b>	2,017	418	<b>175</b>	242	6,104	87 %
6210	Promotion & Education	28,000	16,333	<b>11,835</b>	4,498	2,333	<b>3,891</b>	(1,558)	16,165	58 %
6220	Public Outreach Advertising	56,000	32,667	<b>9,170</b>	23,497	4,667	<b>1,470</b>	3,197	46,830	84 %
6500	Benefit Assessment Expenses	86,000	86,000	<b>80,768</b>	5,232	71,667	<b>65,519</b>	6,148	5,232	6 %
<b>Total Administrative Expenses</b>		<b>932,243</b>	<b>551,235</b>	<b>548,468</b>	<b>2,767</b>	<b>156,605</b>	<b>129,523</b>	<b>27,082</b>	<b>383,775</b>	<b>41 %</b>
<b>Utilities</b>										
6400	Utilities	114,383	66,723	<b>73,074</b>	(6,350)	9,532	<b>16,148</b>	(6,616)	41,309	36 %
6410	Telecommunications	1,824	1,064	<b>1,111</b>	(47)	152	<b>0</b>	152	713	39 %
<b>Total Utilities</b>		<b>116,207</b>	<b>67,787</b>	<b>74,184</b>	<b>(6,397)</b>	<b>9,684</b>	<b>16,148</b>	<b>(6,464)</b>	<b>42,023</b>	<b>36 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
January 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Annual Percent Budget
<b>Operating</b>									
7000 Uniform Expense	54,985	32,877	<b>24,037</b>	8,840	4,422	<b>4,185</b>	236	30,948	56 %
7050 Safety Expense	32,170	18,732	<b>15,274</b>	3,458	2,648	<b>5,286</b>	(2,639)	16,896	53 %
7100 Physican Fees	5,000	2,917	<b>1,220</b>	1,697	417	<b>190</b>	227	3,780	76 %
7150 IT Communications	56,500	32,958	<b>29,432</b>	3,526	4,708	<b>5,639</b>	(931)	27,068	48 %
7200 Household Supplies	3,000	1,750	<b>1,550</b>	200	250	<b>93</b>	157	1,450	48 %
7300 Repair & Maintenance	42,000	24,500	<b>40,445</b>	(15,945)	3,500	<b>14,401</b>	(10,901)	1,555	4 %
7310 Maintenance & Calibration	6,170	0	<b>4,497</b>	(4,497)	0	<b>3,888</b>	(3,888)	1,673	27 %
7350 Permits, Licenses & Fees	6,427	3,712	<b>5,417</b>	(1,705)	263	<b>14</b>	249	1,011	16 %
7360 Software Licensing	31,335	8,980	<b>12,666</b>	(3,686)	0	<b>1,450</b>	(1,450)	18,669	60 %
7400 Vehicle Parts & Supplies	44,720	26,087	<b>28,944</b>	(2,857)	3,727	<b>3,230</b>	496	15,776	35 %
7420 Offsite Vehicle Maint & Repair	16,882	9,848	<b>14,768</b>	(4,920)	1,407	<b>356</b>	1,051	2,114	13 %
7450 Equipment Parts & Supplies	26,940	16,023	<b>16,854</b>	(831)	1,983	<b>2,569</b>	(586)	10,086	37 %
7500 Small Tools Furniture & Equip	4,700	2,742	<b>894</b>	1,847	392	<b>128</b>	263	3,806	81 %
7550 Lab Supplies & Expense	35,720	20,987	<b>19,652</b>	1,334	2,077	<b>1,597</b>	479	16,068	45 %
7570 Aerial Pool Surveillance	6,000	0	<b>0</b>	0	0	<b>0</b>	0	6,000	100 %
7575 Surveillance	72,510	59,322	<b>69,476</b>	(10,154)	8,318	<b>5,994</b>	2,323	3,034	4 %
7600 Staff Training	85,700	50,021	<b>29,690</b>	20,331	4,696	<b>5,361</b>	(665)	56,010	65 %
7650 Equipment Rental	1,000	583	<b>53</b>	530	83	<b>0</b>	83	947	95 %
7675 Contract Services	164,827	84,239	<b>63,565</b>	20,674	9,953	<b>8,532</b>	1,421	101,262	61 %
7680 Cloud Computing Services	104,499	26,042	<b>30,999</b>	(4,958)	4,608	<b>2,202</b>	2,406	73,499	70 %
7700 Motor Fuel & Oils	130,300	76,008	<b>70,114</b>	5,894	10,858	<b>6,378</b>	4,480	60,186	46 %
7750 Field Supplies	14,600	8,517	<b>1,421</b>	7,095	1,217	<b>240</b>	977	13,179	90 %
7800 Control Products	573,616	511,346	<b>459,241</b>	52,105	79,428	<b>70,129</b>	9,299	114,375	20 %
7850 Aerial Applications	231,000	134,750	<b>225,710</b>	(90,960)	19,250	<b>200</b>	19,050	5,290	2 %
7860 Unmanned Aircraft Application Servic	40,000	23,333	<b>561</b>	22,773	3,333	<b>0</b>	3,333	39,439	99 %
8415 Capital Outlay	62,442	51,686	<b>15,415</b>	36,270	7,151	<b>3,095</b>	4,056	47,027	75 %
8510 Research Projects	150,000	82,219	<b>11,638</b>	70,582	13,559	<b>(56,923)</b>	70,482	138,362	92 %
9000 Contingency Expense	110,000	64,167	<b>13,670</b>	50,496	9,167	<b>13,670</b>	(4,504)	96,330	88 %
<b>Total Operating</b>	<b>2,113,043</b>	<b>1,374,345</b>	<b>1,207,206</b>	<b>167,139</b>	<b>197,414</b>	<b>101,906</b>	<b>95,507</b>	<b>905,837</b>	<b>43 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
January 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Annual Percent Budget
<b>Contribution to Capital Reserves</b>									
8900 Transfer to other funds	2,216,016	1,709,343	<b>1,709,343</b>	0	101,335	<b>101,335</b>	506,673	23 %	27 %
<b>Total Contribution to Capital Reserves</b>	2,216,016	1,709,343	<b>1,709,343</b>	0	101,335	<b>101,335</b>	506,673	23 %	27 %
<b>Total Expenditures</b>	14,478,089	9,091,415	<b>8,803,254</b>	288,161	1,205,232	<b>1,121,536</b>	5,674,835	39 %	49 %
<b>Net revenue over/(under) expenditures</b>	<b>(1,000,000)</b>	<b>(2,132,337)</b>	<b>(1,214,728)</b>	917,609	1,051,424	<b>1,397,288</b>	345,864		

CVMVCD  
Balance Sheet  
As of 1/31/2023

		Current Year
Assets		
Cash and Investments		
1000	Cash - Investments	14,213,937.14
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	(158,611.32)
1036	CB&T Payroll Checking	357,085.15
	Total Cash and Investments	14,414,410.97
Current Assets		
1050	Accounts Receivable	1,219,066.44
1051	Lease Payments Receivable	11,227.54
1080	Interest Receivable	2,342.86
1085	Inventory	546,950.85
1166	Prepaid IT Service	2,900.00
1167	Prepaid Research Proposals	185,597.96
1168	Prepaid Insurance	203,511.86
1169	Deposits	845,479.00
	Total Current Assets	3,017,076.51
Fixed Assets		
1201	Leased Copier Asset #1 Ops Copier	14,694.42
1202	Leased Copier Asset #2 Admin Copier	19,670.89
1300	Equipment/Vehicles	2,117,915.50
1310	Computer Equipment	566,629.49
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,307,594.90
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,244,697.72
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77

**CVMVCD**  
Balance Sheet  
As of 1/31/2023

		Current Year
1398	Amortization Leased Equipment	(32,179.65)
1399	Accumulated Depreciation	(11,329,232.93)
	Total Fixed Assets	9,286,644.28
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	2,842,951.00
1530	Deferred Outflows of Resources - OPEB	1,207,437.00
1900	Due to/from	0.12
	Total Other Assets	7,564,490.44
	Total Assets	34,282,622.20
	Liabilities	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	105,480.53
2020	Accounts Payable	182,245.64
2030	Accrued Payroll	156,795.44
2040	Payroll Taxes Payable	76,154.03
2175	Claims/Judgements Payable	54.61
2185	Employee Dues	6,746.68
2402	Leased Copier Asset # 2	2,191.49
	Total Accounts Payable	529,668.42
	Deferred Revenue	
2025	Deferred Revenue	11,250.00
	Total Deferred Revenue	11,250.00
	Total Short-term Liabilities	540,918.42
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	(750,483.00)
2210	Deferred Inflows of Resources	84,159.00
2230	Deferred Inflows - OPEB	880,545.00

CVMVCD  
Balance Sheet  
As of 1/31/2023

		Current Year
2235	Deferred Inflow of Resources - Leases	15,436.75
2300	Net OPEB Liability	87,247.00
2500	Compensated Absences Payable	887,219.76
	Total Long-term Liabilities	3,304,124.51
	Total Liabilities	3,845,042.93
Fund Balance		
Non Spendable Fund Balance		
3920	Investment in Fixed Assets	10,673,170.66
3945	Reserve for Prepaids & Deposit	1,041,259.68
3960	Reserve for Inventory	459,270.86
	Total Non Spendable Fund Balance	12,173,701.20
Committed Fund Balance		
3965	Public Health Emergency	4,851,276.00
	Total Committed Fund Balance	4,851,276.00
Assigned Fund Balance		
3910	Reserve for Operations	5,800,000.00
3925	Reserve for Future Healthcare Liabilities	453,746.00
3955	Thermal Remediation Fund	63,688.00
3970	Reserve for Equipment	726,018.00
3971	Reserve for Facility & Vehicle Replacement	2,659,312.00
	Total Assigned Fund Balance	9,702,764.00
Unassigned Fund Balance		
3900	Fund Equity	(568,650.76)
3991	Prior Year Adjustment GASB87	20,909.82
3999	P&L Summary	4,005,097.29
	Total Unassigned Fund Balance	3,457,356.35
Current YTD Net Income		
		252,481.72
	Total Current YTD Net Income	252,481.72
	Total Fund Balance	30,437,579.27

CVMVCD  
Balance Sheet  
As of 1/31/2023

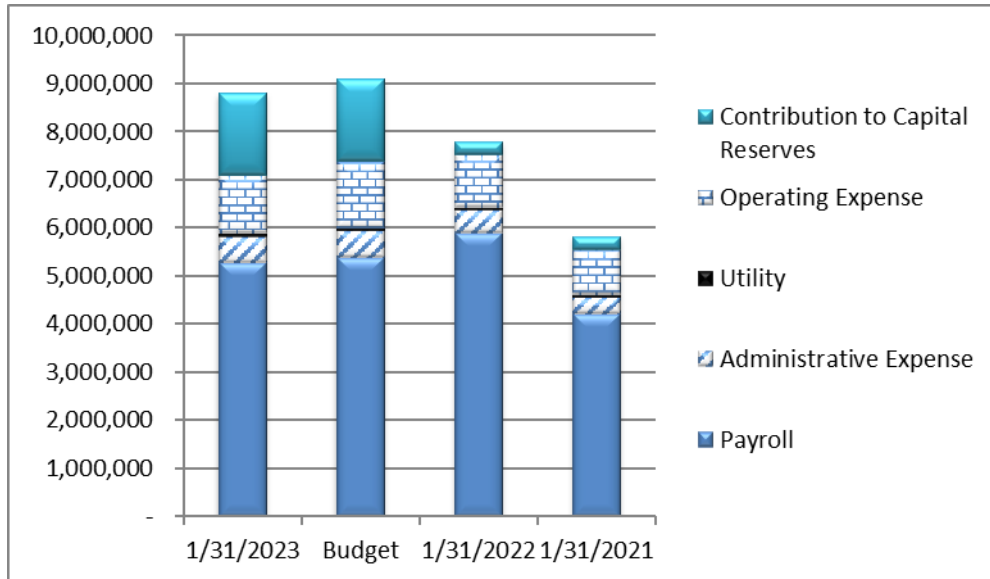
	<u>Current Year</u>
Total Liabilities and Net Assets	<u><u>34,282,622.20</u></u>



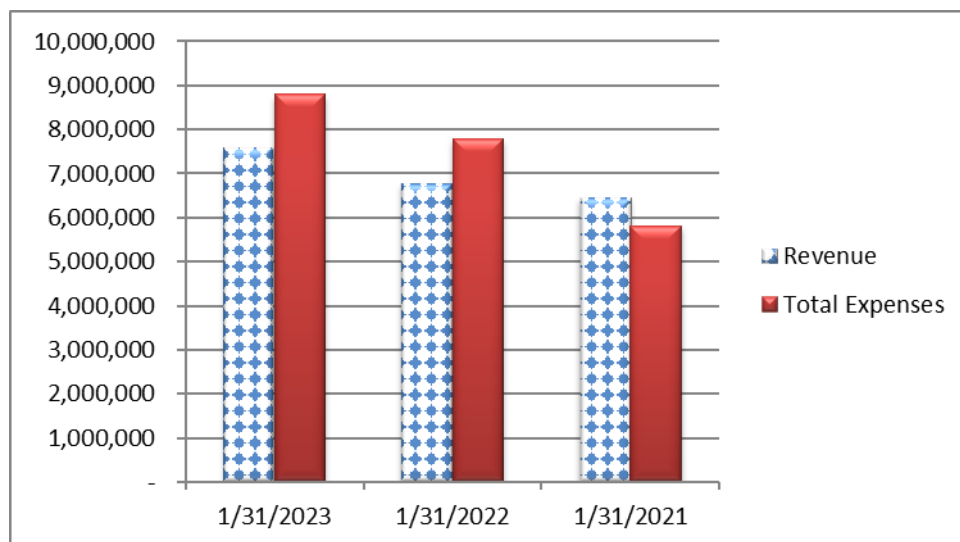
## FINANCE

The financial reports show the preliminary balance sheet, receipts, and revenue and expenditure reports for the month ending January 31, 2023. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2022, to January 31, 2023, is \$8,803,254 total revenue is \$7,588,526 resulting in excess revenue over (under) expenditure for the year to January 31, 2023, of (\$1,214,728).

### THREE YEAR FINANCIALS



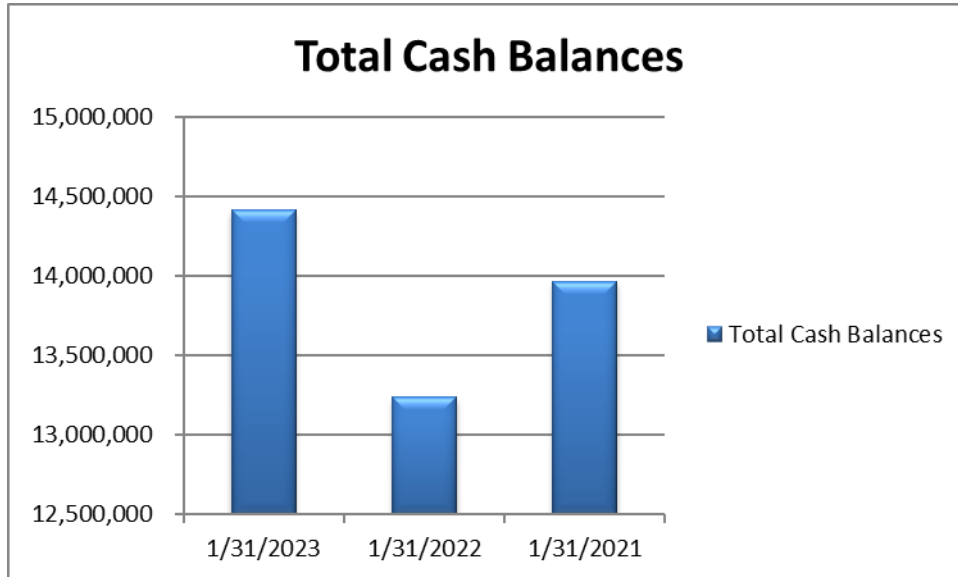
**Figure 1 - Three Year Expenditure**



**Figure 2 - Three Year Revenue & Expenditure**

**THREE-YEAR CASH BALANCE**

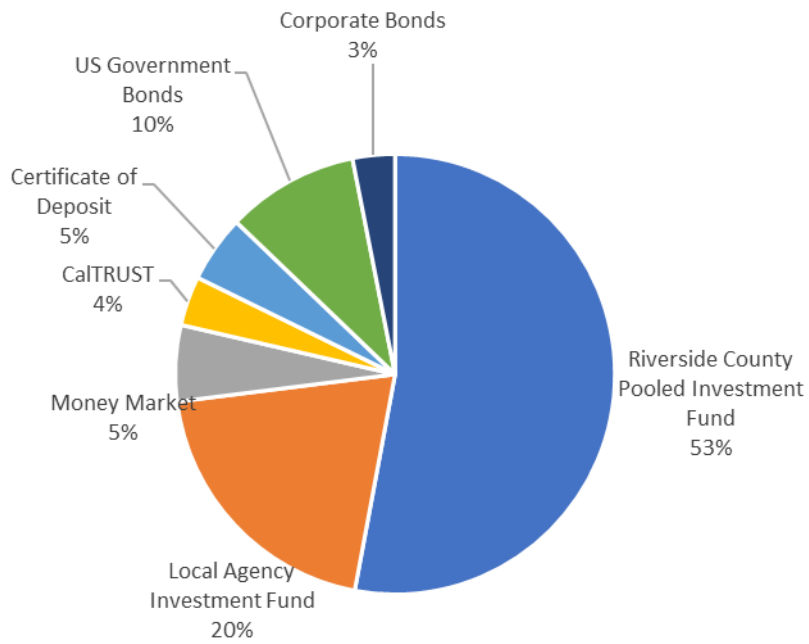
Cash Balances	1/31/2023	1/31/2021	1/31/2021
Investment Balance	14,213,937	13,301,658	13,878,812
Checking Accounting	(158,611)	(202,512)	6,468
Payroll Account	357,085	136,190	81,008
Petty Cash	2,000	2,000	2,000
Total Cash Balances	14,414,411	13,237,336	13,968,288



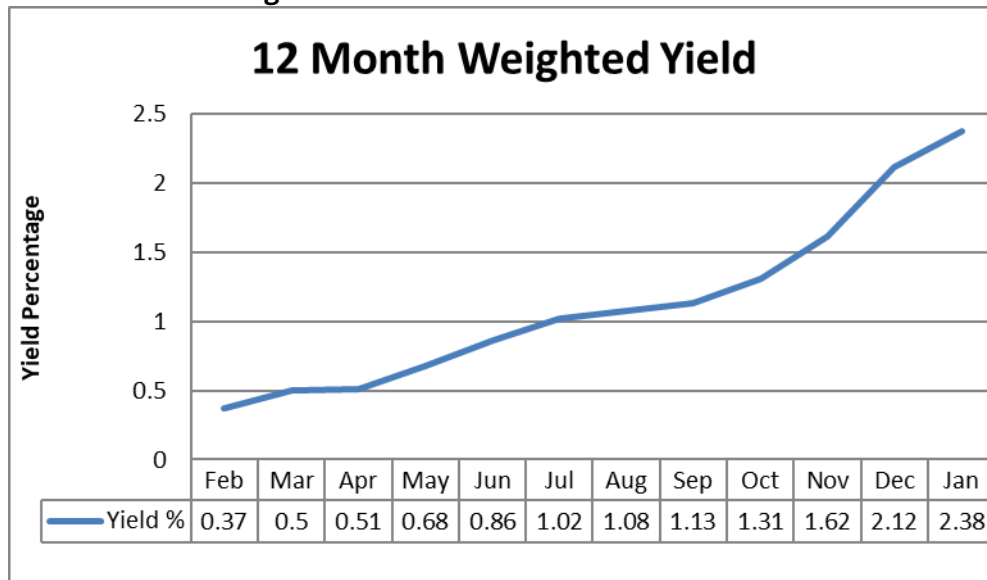
**Figure 3 - Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 1/31/2023**

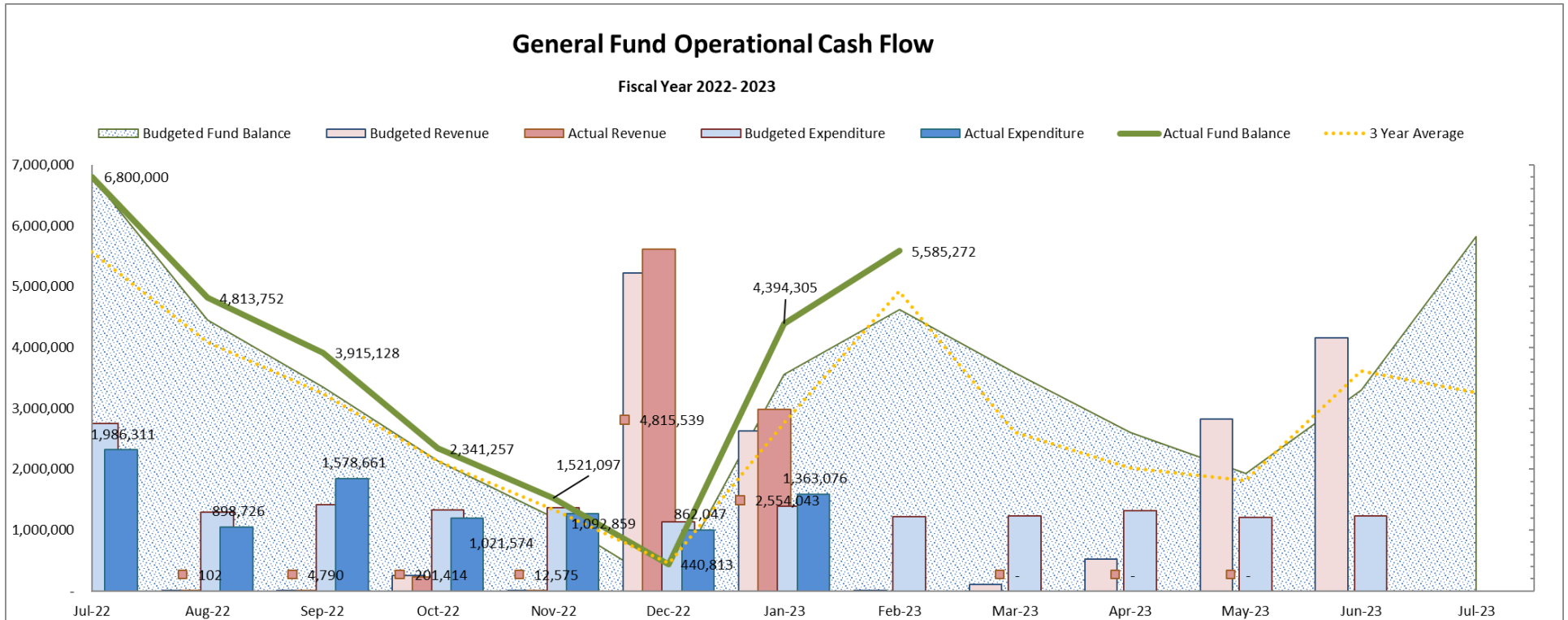
The District’s investment fund balance for the period ending January 31, 2023, is \$14,250,363. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 20% of the District’s investments; the Riverside County Pooled Investment Fund is 53% of the total. The LAIF yield for the end of December was 2.42% and the Riverside County Pooled Investment Fund was 2.92% this gives an overall weighted yield for District investments of 2.38%.



**Figure 4 - Investment Portfolio 12/31/22**



**Figure 5 - District Investments Weighted Yield**



The **General Fund Operational Cash Flow** graph outlines the District's working capital for the fiscal year July 1, 2022, to June 30, 2023. The beginning fund balance is \$6.8 million and the ending fund balance is \$5.8 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 \$0.3 million for CalPERS unfunded liability and the transfers to the capital reserves. 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*. The *Three Year Average* Fund Balance is the orange dash line.

The graph shows a \$6.8 million **Fund Balance** plus total Revenue for July 1 to January 31, 2023, of \$7,588,526 minus total Expenses of \$8,803,254 is \$5,585,272. Revenue shows a favorable variance of \$629,448, Tax Increment and Property Tax Current Secured are higher than budgeted. Payroll expenses show a favorable variance of \$124,652, this is due to timing. Administrative expenses show variance of \$2,767 this is because the Workers Comp retrospective adjustment is being held until February VCJPA Board meeting. For planning purposes, the District expenses are under budget by \$288,161 and revenue is over budget by \$629,448 giving a favorable variance of \$917,609. As long as the green line stays out of the shaded area the District is within budget, as of January 31, 2023, the line is outside the shaded area.



**Coachella Valley Mosquito  
and Vector Control District**

**February 14, 2023**

**Staff Report**

**Agenda Item:** Informational Item

Important Budget Meeting Dates – **Finance Committee**

**Background:**

The Finance Committee and staff have scheduled the following meetings in preparation for the development of FY 2023-24 Budget. Please mark your calendars. We hope you can join us at these meetings as your input is very important.

- Tuesday, April 11, 2023 - **Finance Committee Meeting** 1:00 p.m. to 2:30 p.m. to discuss Budget draft #1
- Friday, May 5, 2023 - **Finance Committee Meeting** 1:00 p.m. to 3:00 p.m. to review the final Budget draft
- Tuesday, May 9, 2023 - Budget workshop with Board 4:30 p.m. to 5:30 p.m. (*Regular Finance Committee meeting: 3:30 p.m. to 4:30 p.m.*)
- Tuesday, June 13, 2023 - Regular Board meeting – Approval of FY 2023-24 Budget
- Tuesday, July 11, 2023 – Regular Board meeting and Public Hearing – Adopt Resolution approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for fiscal year 2023-24



## Coachella Valley Mosquito and Vector Control District

### Staff Report

February 14, 2023

#### Agenda Item: Informational Item

Staff report from Mosquito and Vector Control Association of California (MVCAC) Annual Conference, January 29-February 1, 2023, Anaheim, California

#### Report:

The annual meeting of the Mosquito and Vector Control Association of California (MVCAC) is an opportunity for District trustees and employees to meet with leading mosquito researchers and professionals from across the state. The Association held the meeting in Anaheim, CA. Attendees heard presentations on Genetic approaches to controlling mosquitoes and mosquito-borne pathogens; new innovations in mosquito control; operations and applications; pesticides and pesticide use; vectors and vertebrate vectors; community outreach; and 100 years of responding to plague in California.

The meeting ended with the Board Meeting of MVCAC, where several District employees participated as part of their committee responsibilities. The final day also had a workshop on insect photography which was organized by Kim Hung in her role as Laboratory Technologies Committee Chair. The workshop included speakers on the principles of photography, demonstrations of techniques to improve photos, and hands-on experiences with live insects and camera equipment, as well as opportunities to work with microscopes and attachments from Olympus. Kim led a team to make the workshop successful for the 20 participants.

District employees who gave oral presentations are listed below (the presenter is underlined).

Control efforts in marsh areas of the Salton Sea in the Coachella Valley by Ryan Gonzales, Roberta Dieckmann, and Olde Avalos

Comparing two baits to attract gravid females by Gabriela Perezchica-Harvey, Michael Esparza, Kim Hung, and Jennifer Henke

What adulticides should the District use? An analytical method for adulticide resistance bottle bioassays to direct field product rotations by Kim Hung, Melissa Snelling, Jacob Tarango, Gerald Chuzel, Arturo Gutierrez, Gabriela Perezchica-Harvey, and Jennifer Henke

Measuring behavior change by Tammy Gordon

**ATTENDEES:**

*Jeremy Wittie*, General Manager  
*Jennifer Henke*, Laboratory Manager  
*Crystal Moreno*, Human Resources Manager  
*Tammy Gordon*, Public Information Manager  
*Kim Hung*, Vector Ecologist  
*Fernando Gutierrez*, Community Liaison  
*Greg Alvarado*, Operations Program Coordinator  
*Sal Becerra*, Field Supervisor  
*Ryan Gonzalez*, VCT I

**Trustees:**

*Clive Weightman*, Indian Wells  
*Doug Walker*, Palm Desert  
*Dr. Doug Kunz*, Palm Springs



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

**Trustee: Clive Weightman**

**Name of Conference/Seminar: MVCAC 91<sup>st</sup> Annual Conference**

**Date: Jan 29 to Feb 1<sup>st</sup> 2023**

**Location: Anaheim, CA**

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

**These annual conferences are excellent value for all Trustees. The subject matter and the quality of the presentations give Trustees great information with which to execute their responsibilities.**

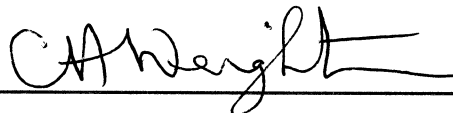
**A significant part of Monday was devoted to the new research into methods of controlling mosquitoes. It covered sterilization, genetic modification, the use of Wolbachia, etc. It also covered mass production of manufacturing sterile males from Singapore. All of this information is key to Trustees as they guide future investments in their Districts.**

**Also covered were:**

- a) Inspection and enforcement of unmaintained pools, including the evaluation of the NearMe app vs aerial spraying**
- b) CalSurv: its role, use and developments**
- c) Many other apps for tracking data including Google My Maps**
- d) Community Outreach: what works, what doesn't work**

**Date: 2/4/23**

**Signature:**



Reg. AB1234, Section III, Subsection 3.13 ~ Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) maybe delivered to the District office to be included in the District library for the future use of other Trustees and staff.





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

**Trustee: Doug Kunz**

**Name of Conference/Seminar: MVCAC Conference**

**Date: January 29 to February 1, 2023**

**Location: Anaheim, CA**

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

**There were several novel approaches to the control of *Aedes aegypti* mosquitos. These included genetic modification of the mosquito genome, irradiation of male mosquitos with their release into the environment, and infection of mosquitos with Wolbachia. There were discussions of previous experiences with irradiation of male insects that were successful in eliminating the insect, such as the cattle screw worm fly and the Mediterranean fruit fly. The success of these programs lends credibility to the possible success of elimination of *Aedes aegypti* in the district.**

**There was a plea for cooperation between districts in the implementation of the above techniques in order to share what works and what doesn't.**

**There were discussions of tick born diseases such as *Borrelia*, *Anaplasma*, Lyme disease, Spotted fever and *Fancisella Tularensis*. Even though the district has not seen a problem in this area we do have the Brown Dog Tick**

Reg. AB1234, Section III, Subsection 3.13 ~ Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) maybe delivered to the District office to be included in the District library for the future use of other Trustees and staff.

locally, and in the foothills *Ixodes Pacifica* (the Deer tick) that are capable of transmitting zoonotic diseases.

There was discussion of insecticide resistance and ways to add synergists to pyrethroids to increase their effectiveness. Of significance was the addition of a sugar alcohol that was shown to be effective in increasing kill rates.

There was a very interesting presentation of the introduction of plague in San Francisco, California from 1900 to 1909 and a second outbreak in Los Angeles in 1924 to 1925. Because of the public health response deaths were relative limited compared to elsewhere in the world where deaths were in the millions. Of significance is the spread of plague in the rodent population in California including our surrounding mountains. Of note is the impact the flea from the Grass Hopper Mouse has had on prairie dog towns in the plains states, where plague has caused the extinction of whole prairie dog towns.

Date: February 9, 2023

Signature:

A handwritten signature in blue ink, appearing to read "Doug Kutz", written over a horizontal line.



**Coachella Valley Mosquito and  
Vector Control District**

**February 14, 2023**

**Staff Report**

**Agenda Item:** Informational Item

District Travel and/or Workshops

**Background:**

**CSDA Virtual Workshop: Building the Board Chair and Manager Connection (Monday, March 6, and Monday, March 13, 2023, from 1:00 p.m. to 4:00 p.m.)**

This virtual workshop focuses on the partnership between the Board chair and General Manager.

The key topics covered will include the following:

- Building a culture of common understanding and shared purpose
- Creating a working relationship that values mutual respect, trust, and relationships
- Outlining governance relationships between the district board and staff

**Requests to attend must be made by February 21, 2023, VIA EMAIL: [MTALLION@CVMOSQUITO.ORG](mailto:MTALLION@CVMOSQUITO.ORG).**

**CSDA Virtual Workshop: How and Why Involvement in LAFCO Matters for Special Districts (Tuesday, April 4, 2023, 10:00 a.m. to 12:00 p.m.)**

This virtual workshop provides a practical and informative discussion of the key provisions of the Cortese-Knox-Hertzberg Act, how LAFCOs work on the ground, and how and why special districts will benefit from being informed and active participants with LAFCO.

**Requests to attend must be made by March 17, 2023, VIA EMAIL: [MTALLION@CVMOSQUITO.ORG](mailto:MTALLION@CVMOSQUITO.ORG).**

**Strategic Business Plan Alignment:**

**Goal 2 – Governance and HR** – A strong culture supports the Board and staff team that grows in skill, teamwork, and experience.

**Objective 2.4** – Establish conditions that ensure the Board of Trustees are engaged and productive and possess a deep understanding of the District.



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# **OLD BUSINESS**



**Coachella Valley Mosquito and  
Vector Control District**

**February 14, 2023**

**Staff Report**

**Agenda Item:** Old Business

Discussion and/or approval of Resolution 2023-02 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 – **Crystal Moreno, M.S., Human Resources Manager**

**Background:**

On August 10, 2011, CalPERS adopted *California Code of Regulations (CCR) Title 2, Sections 570.5 and 571(b)*, which set specific requirements for making pay schedules publicly available. The stated purpose was to ensure consistency and enhance disclosure and transparency of public employee compensation.

In order to fully meet the requirements of these regulations, the pay schedule must list a position title for every employee position, show a pay rate for each position, and indicate the time base for the pay rate (hourly, monthly, annually, etc.). This pay schedule updates the General Manager’s pay rate and reflects pay rates for seasonal employees as well. The pay schedule is included in the attached resolution as *Exhibit A*.

**Strategic Business Plan Alignment**

**Goal 6:** FINANCE-Sustained and Transparent Finances that meet District revenue needs

**Staff Recommendation:**

Staff recommends that the Board of Trustees approve Resolution 2023-02.

**Exhibit:**

- Resolution 2023-02 and Pay Schedule

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING THE DISTRICT'S PAY SCHEDULE TO CONFORM WITH THE CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5 AND AMENDMENTS TO CCR SECTION 571, SUBDIVISION (b)**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District ("District") is a political subdivision and a "local agency" of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and is also a "local agency" within the meaning of Section 53600 of the California Government Code; and

**WHEREAS**, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

**WHEREAS**, the Board of Trustees wishes to meet the requirements of these regulations by adopting a Pay Schedule which sets forth the pay ranges for all District employee classifications, including seasonal employees, in one single document;

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

**Section 1. Recitals.**

The true and correct recitals above are incorporated by this reference herein as the basis and foundation for the District's adoption of this Resolution.

**Section 2. Approval of Pay Schedule**

That the Board of Trustees hereby approves the pay schedule shown on Exhibit "A," which is incorporated herein by this reference, for classifications as designated on said schedule, a copy of which is attached hereto and incorporated herein by this reference.

**Section 3. Effective Date.**

This Resolution shall take effect upon its adoption.

**Section 4. Certification.**

The Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District this 14th day of February 2023.**

\_\_\_\_\_  
John Peña, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Melissa Tallion, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena D. Wade, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager

**Exhibit "A"**

**Coachella Valley Mosquito and Vector Control District  
Pay Schedule**

DRAFT



**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Monthly Pay Schedule - FY 2022-23**

<b>Seasonal Vector Control Operator (890 hrs. max.)</b>	<b>\$17/hr.</b>	<b>\$18.00/hr.</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
VCT I, Laboratory Technician	4,258.29	4,471.20	4,694.76	4,929.50	5,175.97	5,434.77
VCT II, Laboratory Assistant I	5,175.99	5,434.79	5,706.53	5,991.85	6,291.44	6,606.02
Mechanic I, Facilities Maintenance Technician I	5,434.79	5,706.53	5,991.85	6,291.44	6,606.02	6,936.32
Lead VCT, Laboratory Assistant II, Mechanic II, Facilities Maintenance Technician II	5,706.53	5,991.85	6,291.45	6,606.02	6,936.32	7,283.14
Administrative Clerk	4,803.52	5,043.70	5,295.88	5,560.68	5,838.71	6,130.65
Accounting Technician I	4,922.55	5,168.68	5,427.12	5,698.47	5,983.40	6,282.57
Accounting Technician II	5,502.57	5,777.70	6,066.58	6,369.91	6,688.41	7,022.83
Community Liaison	5,667.65	5,951.03	6,248.58	6,561.01	6,889.06	7,233.51
Public Outreach Coordinator, IT/GIS Assistant	6,392.07	6,711.67	7,047.26	7,399.62	7,769.60	8,158.08
Biologist	6,719.95	7,055.95	7,408.75	7,779.19	8,168.14	8,576.55
Field Supervisor, Public Information Officer	7,792.33	8,181.95	8,591.05	9,020.60	9,471.63	9,945.21
Environmental Biologist, Vector Ecologist, IT/GIS Analyst, Lead Supervisor, Operations Program Coordinator	8,181.89	8,590.99	9,020.54	9,471.57	9,945.14	10,442.40
Executive Assistant/Clerk of the Board, HR Specialist, Payroll Coordinator	6,556.64	6,884.47	7,228.69	7,590.13	7,969.63	8,368.12
Admin/Finance Manager, Human Resources Manager, IT Manager, Public Information Manager, Operations Manager, Laboratory Manager	9,105.22	9,560.48	10,038.50	10,540.43	11,067.45	11,620.82
<b>General Manager</b>	<b>14,230.67</b>					

**Educational Incentive Pay**

Certificate	1%	Master's Degree	4%
Associate Degree	2%	Doctorate Degree	5%
Bachelor's Degree	3%		

**Temporary - Out of Class**

5%	<b><u>Additional Duties</u></b>	5%
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**NEW BUSINESS**



**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**February 14, 2023**

**Agenda Item:** New Business

Discussion and/or approval of Resolution 2023-03 stating intent to participate in the activities of Special Districts Association of Riverside County – **Jeremy Wittie, M.S., CSDM, General Manager**

**Background:**

The Special Districts Association of Riverside County is a local affiliate chapter of the California Special Districts Association (CSDA) established to focus on the local needs of Special Districts and advocate for leaders, visionaries, and professionals who advance special district missions in Riverside County.

Becoming a member affords the District the benefits of being part of an organization that establishes a communication network among districts to carry out our duties while providing a local forum to discuss issues of importance to Special Districts and share ideas to benefit its members.

**Exhibits:**

- Resolution 2023-03

**RESOLUTION NO. 2023-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT STATING ITS INTENT TO PARTICIPATE IN THE ACTIVITIES OF THE SPECIAL DISTRICTS ASSOCIATION OF RIVERSIDE COUNTY**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District is a special district organized pursuant to the California Health and Safety Code, Division 3, Sections 200-2910 (California Government Code) and

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District is a member of the California Special Districts Association (CSDA); and

**WHEREAS**, the Board of Trustees deems that the participation by employees and members of the Board of Directors in the meetings and activities conducted by the Riverside Chapter of the California Special Districts Association, known as the Special Districts Association of Riverside County, would provide a benefit to the Coachella Valley Mosquito and Vector Control District.

**NOW, THEREFORE, BE IT RESOLVED** that the Coachella Valley Mosquito and Vector Control District intends to be a member of the Special Districts Association of Riverside County; and

The foregoing Resolution was duly and regularly passed and adopted by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District at a regular meeting of said Board duly noticed and held on the 14<sup>th</sup> day of February 2023.

\_\_\_\_\_  
John Peña, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Melissa Tallion, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena D. Wade, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, M.S., CSDM, General Manager



**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**February 14, 2023**

**Agenda Item:** New Business

Discussion: Nomination for a Regular Member of the Riverside Local Agency Formation Commission (LAFCO) – **Jeremy Wittie, M.S., CSDM, General Manager**

**Background:**

The Special District Selection Committee is commencing the appointment process for a Regular Member of the Riverside Local Agency Formation Commission (LAFCO). The selection proceedings will be conducted by electronic mail (e-mail). As follows:

- One (1) Regular Special District Member – must be a board member from a district in the Eastern portion of the County.

The term of the Eastern vacant position will run until May 6, 2024. The nomination of the position will begin on Monday, January 23, 2023, and close on Tuesday, February 21, 2023.

All nomination forms must be signed and dated by the presiding officer of the District's Board of Trustees. Nominations are due no later than February 21, 2023.

*If you are interested or have a nomination please let Melissa Tallion know by February 17, 2023.*

**Exhibits:**

- LAFCO call for nomination for Eastern Region and nomination form



via electronic mail

January 19, 2023

CALL FOR NOMINATIONS FOR TWO (2) SPECIAL DISTRICT MEMBERS  
OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

**To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):**

As you were recently notified (see attached letter), we are commencing the appointment process for two (2) Regular Members of the Riverside Local Agency Formation Commission (LAFCO). I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by electronic mail (e-mail). Specifically, the positions are as follows:

One (1) Regular Special District Member - must be a board member from a *district in the **western** portion of the County* (any district with the majority of its assessed value west of the intersection of Interstate 10 and Highway 111); and,

One (1) Regular Special District Member - must be a board member from a *district in the **eastern** portion of the County* (any district with the majority of its assessed value east of the intersection of I-10 and Highway 111).

Please see attached list for east and west districts.

Terms of LAFCO Members are generally four years and until appointment of a successor or reappointment of the incumbent. However, due to the vacancies occurring simultaneously, the term of the eastern vacant position will run until May 6, 2024. The term of the western vacant position will run until May 4, 2026.

The nomination period for the two positions will begin on Monday, January 23, 2023 and close on Tuesday, February 21, 2023. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the positions, consistent with the geographic requirements noted above.


Since there are two vacant positions, separate nomination forms are provided for potential nominations to either/or, or both vacant positions. Note that any nomination must be consistent with the east or west region and the appropriate nomination form. Refer to the list attached for the east/west districts.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the signed form and email it to Rebecca Holtzclaw at [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org). **Nominations must be received in our office by 5 p.m., Tuesday, February 21, 2023.**

Following the nomination period, ballots and voting instructions will be sent to SDSC members. However, if only one candidate is nominated for either vacant position, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,



Gary Thompson  
Executive Officer

cc: Special District Managers

Att.: 2023 East & West Nomination Forms  
East/West Districts List  
Copy of Election Notice\_ 1-03-2023  
Seating Process



**SPECIAL DISTRICT SELECTION COMMITTEE  
2023 EASTERN REGION NOMINATION FORM**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print Name of Presiding Officer or alternate\* Name of District

hereby nominate(s) the following individual(s) for the position of:

**Regular Special District Member of the Riverside Local Agency Formation Commission - Eastern Area. The term of this position will run until May 6, 2024.**

Nominee: \_\_\_\_\_

District: \_\_\_\_\_

I hereby certify that I am the presiding officer of the above-named district or alternate designated by the governing body\*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.

Note: Nomination forms are due no later than February 21, 2023. Please scan and email this form to [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org).



**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**February 14, 2023**

**Agenda Item:** New Business

Discussion: Streaming and/or recording options for Board of Trustees meetings – **Jeremy Wittie, M.S., CSDM**

**Background:**

The Executive Committee met on January 27, 2023, and discussed options for streaming the Board meetings moving forward. Based on the Committee’s discussion they supported the continuation of streaming monthly Board meetings but would like to keep public comment to in person only. The Committee directed staff to place on February Board Agenda for discussion to determine final direction on matter.

**Staff Recommendation**

Continue to only stream monthly Board meetings to increase access to the public and District staff. Staff supports the direction of the Board of Trustees regarding the process for public comment.





*Serving Public Health Since 1928*

# **COMMITTEE AND TRUSTEE REPORTS**

# Coachella Valley Mosquito and Vector Control District

## Executive Committee Meeting

### DRAFT - Minutes

**TIME AND DATE:** 2:00 p.m. Friday, January 27, 2023

**LOCATION:** 43420 Trader Place, Indio, CA 92201

#### TRUSTEES PRESENT:

PRESIDENT: John Peña La Quinta  
VICE PRESIDENT: Benjamin Guitron Indio  
SECRETARY: Dr. Doug Kunz Palm Springs  
TREASURER: Clive Weightman Indian Wells

#### ABSENT:

None

#### Members of the Public present:

No

#### OTHERS PRESENT:

Jeremy Wittie, M.S., CSDM, General Manager  
David l'Anson, Administrative Finance Manager  
Melissa Tallion, Clerk of the Board

#### TASKS AND OWNERSHIP

Task	Owner(s)	Report Back (Executive Committee)
Review of Agenda: Talk to Legal counsel about changing the Executive Committee meeting from a standing meeting to an ad hoc meeting	Melissa	February
Item 7A: LAFCO nomination-add to board agenda	Melissa	February (add to agenda for discussion)
Item 7B: Streaming and/or recording options-talk to legal counsel and add to board agenda	Melissa/Jeremy	February (add to agenda for discussion)

## 1. Call to Order

*President Peña called the meeting to order at 2:09 p.m.*

## 2. Roll Call

*Roll call indicated all four (4) Committee members were present.*

## 3. Confirmation of Agenda

*President Peña inquired if there were any agenda items to be shifted. Upon no objections by the Committee, the agenda was confirmed.*

## 4. Public Comments

*None*

## 5. Review of February 14, 2023, draft Board meeting agenda

*The draft February Board meeting agenda was reviewed by the Committee. Changes to the agenda and discussion included making changes to the Executive Committee and Finance Committee standing meetings and Board agenda. President Peña suggested that the Executive Committee meets on an as-needed basis. The Committee discussed the suggested Board agenda changes/streaming suggested by President Peña. The Committee asked Melissa Tallion to speak with Legal Counsel about the changes to the Board agenda and make sure all legal requirements are being met. This item will be added to the February Board agenda. Attached to the minutes are the Board by-laws.*

## 6. Old Business

*None*

## 7. New Business

- A. Nomination for a Regular Member of the Riverside Local Agency Formation Commission (LAFCO)-Eastern Region.

*Jeremy Wittie presented this agenda item and gave a summary. This item will be added as a New Business item to the February Board agenda.*

- B. Discussion of streaming and/or recording options for future Board and Committee meetings.

*Jeremy Wittie presented this agenda item and gave a summary. The Committee discussed moving forward with in-person meetings but keeping a zoom option for the public and staff to watch/listen. The Committee would like to keep public comments in person only. Mrs. Tallion will ask Legal Counsel about the legal requirements to do so. This item will be added to the February Board agenda for discussion.*

## 8. Closed Session

**Closed Session(s):**

**A. Conference with real Property Negotiators pursuant to Government Code section 54956.8.**

Property: 83733 Avenue 55, Thermal, California

Agency Negotiator: Jeremy Wittie, General Manager

Negotiating Party: Coachella Valley Unified School District

Under Negotiation: Price and terms of payment

**9. Trustee/staff comments**

*None*

**10. Confirmation of next meeting**

*Mrs. Tallion will speak with Legal Counsel about the changes the Committee would like to make before scheduling a meeting. Mrs. Tallion will report back to the Executive Committee with the response from Legal Counsel.*

**11. Adjournment**

*President Peña adjourned the meeting at 2:55 p.m.*

**Resolution No. 2021-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT APPROVING AMENDED BYLAWS**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (the “District”) is a political subdivision and a “local agency” of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and is also a “local agency” within the meaning of Section 53600 of the California Government Code; and

**WHEREAS**, the Board of Trustees wishes to amend its current Bylaws to revise the Oath or Affirmation section to read it must be re-taken if the Trustee is re-appointed at the end of his/her term; under regular meetings, add if required, due to extenuating circumstances, regular meetings can be held remotely using appropriate electronic tools; revise Budget to Committee meetings to cover all meetings outside of Board meetings; update the location of meetings to include virtual meetings as allowed per the Brown Act;

**WHEREAS**, the Board of Trustees wishes to amend its current Bylaws to define absences; and to include certain other minuscule items that expand on the role of the Finance Committee.

**WHEREAS**, the Board of Trustees wishes to further amend its current Bylaws to add the required State training, the government required forms, and a biennial review of Trustee Bylaws.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District as follows:

**Section 1. Recitals.**

That the recitals set forth above are true and correct.

**Section 2. Adoption Amended and Fully Restated Bylaws.**

That the Bylaws are hereby amended as presented and as referenced hereto as Appendix A.

**Section 3. Severability**

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this resolution as hereby adopted shall remain in full force and effect.

**Section 4. Repeal of Conflicting Provisions**

That all the provisions of any existing resolution as heretofore adopted by the Board of Trustees that are in conflict with the provisions of this resolution are hereby repealed.

**Section 5. Effective Date.**

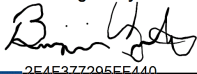
That this Resolution shall take effect upon its adoption.

**Section 6. Certification.**

That the Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]**

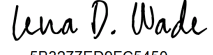
**PASSED, ADOPTED, AND APPROVED, this 11th day of May 2021.**

DocuSigned by:  
  
2F4F377296FF440...  
Benjamin Guitron,  
President  
Board of Trustees


**ATTEST:**

DocuSigned by:  
  
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Melissa Tallion, Clerk of the Board

**APPROVED AS TO FORM:**

DocuSigned by:  
  
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Lena Wade, General Counsel

**REVIEWED:**

DocuSigned by:  
  
B2C2FAEA37BF474...  
Jeremy Wittie, M.S. General Manager



Coachella Valley Mosquito and Vector Control District  
Board of Trustees Bylaws

Approved by Resolution No. 2013 - 22 on October 8, 2013  
Revised May 11, 2021, and Approved by Resolution 2021-05  
(Supersedes all prior Bylaws)

I. Background and Purpose

The Coachella Valley Mosquito and Vector Control District (“District”) is an “independent special district” formed, operated, and managed pursuant to the Mosquito Abatement and Vector Control District Law (Health and Safety Code § 2000 *et. seq.*). The primary purpose of the District and the Board of Trustees (“Board”) is to ensure that the public is protected against the threat of vector-borne diseases. The Board is composed of at least five members. (Health and Safety Code § 2020).

II. Board of Trustees

The Board of Trustees is the governing body of the District.

A. Membership

The Board shall consist of a single representative of each incorporated city within the District’s boundaries and two representatives of the County of Riverside.

B. Eligibility

Trustees appointed to the Board should have “experience, training, and education in fields that will assist them in the governance” of the District.

C. Appointment

Each Trustee shall reside in and be a registered voter in the jurisdiction of their appointing legislative body.

D. Term of Office

Each Trustee shall be appointed for a term of two or four years, as decided by his or her appointing legislative body.

E. Oath or Affirmation



Any person appointed to serve as a Trustee must take the oath or affirmation of office prior to formally and officially assuming his or her position as a Trustee. The oath or affirmation shall be taken each time a Trustee is appointed for a subsequent term.

F. Commencement of Term

Terms shall commence at noon on the first Monday in January.

G. Removal

Once assuming the position of a Trustee, the Trustee's appointing body is not permitted to remove its Trustee at its discretion, unless otherwise provided by law. The provision for removal of a Trustee is set forth in Government Code section 1770.

H. Replacement of Trustee

A person appointed to fill the unexpired term of a Trustee shall serve the remaining term of the replaced Trustee.

I. Duty of Loyalty and Commitment

All Trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the District and represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the city council that appointed them.

III. Officers

A. Designated Elected Officers

The elected officers of the Board of Trustees ("Board") shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer

B. Duties of Officers

1. President

- a. The President shall serve as the presiding officer of all Board and all Executive Committee meetings.
- b. The President shall sign all acts, orders, resolutions, and proceedings of the Board.
- c. When necessary, the President shall be the official representative of the District. The President shall have the power, at the direction or consensus of the Executive Committee, to establish committees and subcommittees and appoint their members. The President shall also have any other powers as may be delegated by the Board from time to time.
- d. The President shall serve as the alternate on all committees and attend any committee meeting as an official participant in the event the respective committee will not or does not have a quorum present to conduct an official meeting pursuant to the Brown Act.

2. Vice President

In the temporary absence of the President, the Vice President shall assume duties of the President.

3. Secretary

- a. The Secretary shall assist the President as necessary. In the temporary absence of the President and Vice President, the Secretary shall assume the duties of the President.
- b. It shall be the duty of the Secretary to authenticate, by his/her signature when necessary, all the acts, orders, and proceedings of the Board.

4. Treasurer

- a. In the temporary absence of the President, the Vice-President, and the Secretary, the Treasurer shall assume duties of the President.

- b. It shall be the duty of the Treasurer to serve as the Chair of the Finance Committee and to perform any other such duties assigned by the Board.
- c. The Treasurer shall exercise those duties as assigned to the Treasurer by the applicable provisions of the California Health and Safety Code.

C. Terms of Office

The term of each office shall be one year. No officer shall serve more than four consecutive terms in the office to which elected. Partial terms shall not be considered in the determination of consecutive terms.

D. Eligibility to Hold Office

Any Trustee may be elected to any office, provided that he or she has served as a Trustee for one calendar year.

E. Election of Officers

Officers shall be elected annually, with the election held at the first regular meeting in the month of January, and commencement of officers' terms shall take effect immediately upon election to office.

Prior to the election of officers, the Executive Committee shall appoint a Nominating Committee, which shall recommend one candidate for each office. Recommendations of the Nominating Committee shall be submitted to the Board for consideration at the January Board meeting. Nominations may be made from the floor when the election of an officer is held. Each Board member shall have one vote.

F. Removal

Officers serve at will and may be removed by a majority vote of the Board at any time with or without cause in the context of a noticed public meeting.

G. Succession

There shall be no automatic succession of officers upon the vacation of a superior officer position prior to the expiration term of the superior officer's position. A vacated officer position shall be filled by a majority vote of the Board at the earliest time possible in the context of a noticed public meeting.

IV. Board Meetings

A. Applicable Laws and Regulations

All Board meetings shall be conducted in accordance with Sections 2000 et seq. of the California Health and Safety Code and Government Code sections 54950, et seq. (the "Brown Act") and any and all laws governing public meetings.

B. Types of Meetings

1. Regular Meetings

Regular Meetings will be held the second Tuesday of each month, commencing at 6:00 p.m. at the District's Headquarters located at 43-420 Trader Place, Indio, California. If required, due to extenuating circumstances, Regular Meetings may be held remotely using appropriate electronic tools as authorized by the Brown Act.

2. Special Meetings, Committee Meetings, and Emergency Meetings

Special Meetings, Committee Meetings, and Emergency Meetings may be called and held from time to time pursuant to the procedures set forth in the Brown Act.

3. Adjourned Meetings

The Board may adjourn any Board Meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Brown Act.

C. Cancellation of Meetings

Any meeting of the Board may be canceled in advance by a majority vote of the Board.

D. Location of Meetings

All Board Meetings shall be held in the Board Room located at the District Headquarters at 43-420 Trader Place, Indio, California unless otherwise designated by the President or the Board. However, the Board may, from time to time, elect to meet at other locations within the District or hold remote electronic meetings and, upon such, election shall give public notice of the change of location under the Brown Act.

E. Quorum

A majority of the Board will constitute a quorum, but a lesser number may adjourn a meeting.

F. Presiding Officer

The President will preside over all Board meetings. The President will have authority to preserve order at all Board meetings, to remove any person from any meeting of the Board for disorderly conduct, to enforce the rules of the Board, and to determine the order of business under the rules of the Board.

G. Closed Sessions

Trustees shall not reveal the nature of discussion or decision from a closed session unless required by law or unless a majority of the Board agrees in closed session to disclose confidential closed session information.

H. Minutes

The Clerk of the Board will have exclusive responsibility for the preparation of the minutes which shall be recorded with the District's Minute Book. In absence of the Clerk, the presiding officer shall appoint an acting Clerk to record the meeting minutes.

I. Order of Business

The business of the Board at its meeting will generally be conducted in accordance with the order of business as listed on the agenda. The President may, with the concurrence of a majority of the Trustees present, reorder items on the agenda to accommodate the public or to address other concerns.

J. Rosenberg's Rules of Order

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the procedures of the Board will be governed by the latest revised edition of Rosenberg's Rules of Order, without the provision requiring a super-majority vote for certain motions, as attached hereto.

K. Parliamentarian

The President may appoint a Parliamentarian. If the Parliamentarian is absent at a Board meeting, the presiding officer may make a temporary appointment

L. Disqualification for Conflict of Interest

Any Trustee who is disqualified from voting on a particular matter by reason of a

conflict of interest will publicly state or have the presiding officer state the nature of the disqualification in an open meeting. Where no clear disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Trustee affected, be decided by the other Trustees. A Trustee who is disqualified by reason of a conflict of interest in any matter may not remain in his/her seat during the debate and vote on the matter but will request and be given the permission of the presiding officer to step down from the dais and leave the Board Room during discussion and action on the matter. A Trustee stating disqualification will not be counted as a part of a quorum and will be considered absent to determine the outcome of a vote on the matter.

M. Absences

The Board reserves the right to determine whether a Trustee's absence under the circumstances at a particular Board Meeting is excused. More than two consecutive unexcused absences shall be reported to the absent Trustee's appointing body. Trustees shall notify the Clerk of the Board no later than one hour prior to the meeting, or as soon as reasonably practicable thereafter, of their absence. A Trustee who is absent four (4) or more times from consecutive meetings may be removed.

V. Committees

A. Standing Committees

1. Executive Committee

There shall be an Executive Committee which shall consist of each officer. The Executive Committee shall assist with the preparation of the Board agendas and assume all duties and assignments as may be assigned by the Board. The Executive Committee shall conduct its meetings in accordance with the Brown Act and it shall meet monthly, on an as-needed basis, or as may be requested by any member of the Executive Committee.

2. Finance Committee

There shall be a Finance Committee which shall consist of three to four Trustees, which shall include the Treasurer who shall serve as the Chair of the Finance Committee. The Finance Committee shall meet monthly to review all aspects of the District's financial transactions. The Finance Committee shall review and approve the District's draft annual and long-range Budget prior to formal submittal to the Board. The Finance Committee shall provide oversight of the District's finances as may be requested by the Chair or the Board.

B. Ad hoc Committees

An "Ad Hoc Subcommittee," is one that consists solely of less than a majority of the Board of Trustees and has temporary subject matter jurisdiction over a particular issue, matter or task until it is terminated, completed, or otherwise resolved.

VI. Waiver of Rules

Any of the foregoing rules may be waived by majority vote of the Board present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

VII. Ethics Training, Required State Training, and any Government Required Forms

Each Trustee shall comply with Ethics, Sexual Harassment Prevention Training, the Fair Political Practices Commission's requirement to timely complete the Statement of Economic Interests Form, and any other trainings or submissions to comply with applicable State and Federal Law.

VIII. Amendment of Bylaws

The Bylaws shall be reviewed at least every two (2) years by the Executive Committee. Any proposed changes to the Bylaws shall be presented to the full Board for approval. The Bylaws may also be amended from time to time as may be required by changes in applicable law or upon the recommendation by staff or legal counsel. The Bylaws may be amended by a simple majority vote of the entire Board.

## CERTIFICATION

STATE OF CALIFORNIA    )  
COUNTY OF RIVERSIDE    )    ss.  
CITY OF INDIO)

I, MELISSA TALLION, Clerk of the Board of Trustees of the Coachella Valley Mosquito and Vector Control District, hereby certify that **Resolution No. 2021-05** is a full, true and correct copy, and was duly adopted at a regular meeting of the Board of Trustees on 11th day of May 2021, by the following vote:

Ayes: President Guitron; Trustees, Carnevale, Delgado, Gardner, Hagerman, Hassett, Kunz, Percy, Walker, and Weightman.

Noes: Trustee

Abstained: None

Absent: Trustee Larson

DocuSigned by:  
*Melissa D. Tallion*  
6D683A75FC4E4F6...  
Melissa Tallion, Clerk of the Board



**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting**  
**DRAFT - Minutes**

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**TIME** 4:30 p.m. **DATE:** January 10, 2023

**LOCATION:** 43420 Trader Place Indio, CA 92201 via zoom and in-person

**COMMITTEE MEMBERS PRESENT:**

Palm Desert            Doug Walker, Board Treasurer  
Indian Wells            Clive Weightman, Board Vice-President  
County at Large        Bito Larson, Trustee

**COMMITTEE MEMBERS ABSENT:**

None

**OTHER TRUSTEES PRESENT:**

None

**STAFF PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Jennifer Henke, Laboratory Manager  
Abby Torres, Accounting Technician I  
Melissa Tallion, Executive Assistant/Clerk of the Board

**MEMBERS OF THE PUBLIC PRESENT:**

No

**Tasks and Ownership**

<b>Task</b>	<b>Owner(s)</b>	<b>Report Back (Finance Committee)</b>
Item 6B: Electrical equipment purchases (Armando), report details and level of electrical work being done	<b>David</b>	<b>February</b>
Item 6B: Look into the possibility of adding a quantity to the description field to better identify charges	<b>David</b>	<b>February</b>
Item 6C: Review the District's investments (CDs) to see if better rates are available	<b>David/Jeremy</b>	<b>Ongoing</b>
Item 6C: Job code or cost center for employees working on the drone project	<b>Department Manager/Jeremy</b>	<b>Budget Process-April</b>

Item 8A: Budget calendar to be added to the Finance Committee and Board of Trustees agendas - Melissa	Melissa	February
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**1. Call to Order**

*Treasurer Walker called the meeting to order at 4:31 p.m.*

**2. Roll Call**

*Roll call indicated all three (3) Committee members were present.*

**3. Confirmation of Agenda**

*The agenda was confirmed as presented.*

**4. Public Comments**

*None.*

**5. Items of General Consent**

- A. Approval of Minutes from November 8, 2022, Finance Committee Meeting

*On a motion from Trustee Weightman, seconded by Trustee Larson, and passed by the following roll call votes, the Committee approved the minutes from November 8, 2022.*

*Ayes: Treasurer Walker, Trustees Larson, Weightman*

*Noes: None*

*Abstained: None*

*Absent: None*

**6. Discussion, Review, and/or Update**

- A. Review of Check Report from Abila MIP for the period of December 13, 2022, to January 4, 2023.

*The check report was reviewed by Committee members and staff. A discussion ensued regarding checks that needed further explanation. Staff answered the questions to satisfy the Committee. Staff inquired about having the Finance Committee send any check report questions ahead of the meeting to allow time for staff to pull back-up documents and/or inquire with staff regarding the charges in question.*

- B. CalCard Charges – Statement dated December 24, 2022

*The CalCard monthly statement was reviewed by Committee members and staff. Questions regarding specific charges were brought forward by the Committee and staff provided more information. Trustee Larson inquired about an electrical charge by staff and would like*

*more information about the level of electrical work staff is doing to be provided at the next meeting.*

**C. Review of December Financials and Treasurers Report**

*The Committee and staff reviewed the Financials and Treasurers Report. David I'Anson said it was business as usual. The Finance Committee reviewed the investment fund balances which shows an improvement in some of the accounts. David was in contact with MBS and made some changes to one of the District's CDs. The District is now getting a better interest rate. Trustee Weightman asked if David could review the District's other CDs. The Committee asked staff to look into the option of having a dedicated cost center or job code for staff involved with drone activities. This will allow for better financial tracking. The General Fund Operational Cash Flow chart was reviewed.*

**7. Old Business**

*None*

**8. New Business**

**A. Budget Calendar**

*The budget calendar was reviewed. This item will be put on future agendas including the Board of Trustees meeting agenda*

**B. 2023 Finance Committee Items**

*David reviewed the staff report and will update the Finance Committee at each meeting. The Committee said this report was very helpful.*

**C. Review of finance-related items on the Board agenda**

*The Board agenda was reviewed. David mentioned that the FY 2021-22 audit would be presented during the Board meeting.*

**9. Schedule Next Meeting**

*The next Finance Committee meeting was scheduled for February 14, 2023, at 4:30 p.m.*

*Trustee Weightman would like Mrs. Tallion to survey the Board of Trustees for any interest in joining the Finance Committee.*

**10. Trustee and/or Staff Comments/Future Agenda Items**

*None*

**11. Adjournment**

*Treasurer Walker adjourned the meeting at 5:34 p.m.*