



**Coachella Valley Mosquito and Vector Control District**

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

**Executive Committee Meeting Via Zoom**

**Monday, December 13, 2021**

**1:30 p.m.**

**AGENDA**

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Materials related to an agenda item that are submitted to the Executive Committee 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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Pursuant to Assembly Bill 361, this meeting will be conducted by video and/or teleconference and there will be no in-person public access to the meeting location. To view/listen/participate in the meeting live, calling 1-888-475-4499 (toll-free), Meeting ID: [821 9883 4164](https://us02web.zoom.us/j/82198834164) or click this link to join: <https://us02web.zoom.us/j/82198834164> .Written public comment may also be submitted to the Clerk of the Board by 11:30 a.m. on December 13, 2021, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org). Transmittal prior to the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board as soon as practicable and retained for the official record.

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

- 1. Call to Order – Benjamin Guitron, President**
- 2. Roll Call**
- 3. Confirmation of Agenda**
- 4. Public Comments**

Those wishing to address the Board should send an email to the Clerk of the Board by 11:30 a.m. on December 13, 2021, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org) or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

- A. **PUBLIC Comments — AGENDA ITEMS:** Persons wishing to address the Board on agenda items are requested to do so at this time. When addressing the Board, please give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person per item has been established.
  
- B. **PUBLIC Comments — NON-AGENDA ITEMS:** Persons wishing to address the Board on items not appearing on the agenda are requested to do so at this time. When addressing the Board, please give your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established. California Government Code Section 54950 prohibits the Executive Committee from taking action on a specific item until it appears on the agenda.

## **5. Review of January 11, 2022, draft Board meeting agenda**

### **6. Old Business**

- A. Continued discussion regarding COVID-19 and returning to in-person meetings
  
- B. Continued discussion and final direction regarding Board agenda streamlining
  - Public comment placement and timing
  - Roll call vote alternatives
  
- C. Continued discussion regarding timing and method of the District’s Strategic Planning Workshop
  - Physical workshop plan/location update
  - Back-up virtual plan

### **7. New Business**

- A. Discussion regarding potential in change of date for the February 8, 2022, Board Meeting due to conflict with 2022 MVCAC Annual Meeting
  
- B. Review Trustee By-laws section “Eligibility to Hold Office”
  
- C. Consideration and discussion regarding the District observing the Federal holiday Juneteenth National Independence Day
  
- D. Updates
  - Riverside Local Agency Formation Commission (LAFCO) Municipal Service Reviews (MSRs) and Sphere of Influence (SOI)

**8. Trustee/staff comments**

**9. Confirmation of next meeting**

**10. Adjournment**

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**Certification of Posting**

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

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

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Melissa Tallion, Clerk of the Board

- 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.



November 17, 2021

Coachella Valley Mosquito and Vector Control District  
Attn: Jeremy Wittie, MS- General Manager  
43420 Trader Place  
Indio, CA 92201

**RE: Introduction Letter- Municipal Service Review & Sphere of Influence Update- Mosquito & Vector Control Districts**

As you may be aware, the Riverside Local Agency Formation Commission (LAFCO) is mandated by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) to prepare Municipal Service Reviews (MSRs) on cities and special districts in conjunction with Sphere of Influence (SOI) updates once every five years or as necessary. The MSRs are intended to be a comprehensive review of the municipal services provided by affected agencies. Upon completion of a municipal service review, the Commission must make determinations with respect to several factors, including:

- (1) Growth and population projections for the affected area;
- (2) The location and characteristics of any disadvantaged unincorporated communities (DUCs) within or contiguous to the sphere;
- (3) Present and planned capacity of public facilities and adequacy of public services;
- (4) Financial ability of agencies to provide services;
- (5) Status of, and opportunities for, shared facilities;
- (6) Accountability for service needs, including governmental structure or operational efficiencies.
- (7) Any other matter related to the effective or efficient service delivery, as required by Commission policy.

In conjunction with the MSR, LAFCO is also required to review each agency's present and probable sphere of influence (SOI). An SOI identifies the probable future boundaries and service areas of all cities and special districts. Public agencies can use SOIs as a tool to conduct service and facility planning for areas it intends to serve. SOIs also serve the public as an indicator of an agency's growth plans.

Our staff is currently undertaking an MSR to review all public agencies that provide mosquito & vector control services within the County. Within the coming weeks we will be sending out a questionnaire requesting information on services provided by your district and other related matters. We are requesting your assistance in designating a single point of contact that will be

responsible for coordinating responses from the district. Please provide that contact information to the email listed below. We ask that you communicate with your staff that responding to the information request is both necessary and important. The MSR process is an opportunity for the district to highlight accomplishments and best practices.

This MSR/SOI report is expected to be completed within the next 5-6 months. In advance, we appreciate your participation in the MSR/SOI process and look forward to working with you on this project. For submitting the point of contact, and if you have questions regarding the MSR/SOI process or other general LAFCO questions, feel free to contact me by email or by phone noted below.

Sincerely,



Gary Thompson  
Executive Officer  
Riverside LAFCO  
(951) 369-0631  
[gthompson@lafco.org](mailto:gthompson@lafco.org)



**Coachella Valley Mosquito and Vector Control District**

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

**Board of Trustees Meeting Via Zoom**

**Tuesday, January 11, 2022**

**6:00 p.m.**

**DRAFT AGENDA**

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

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- 1. Call to Order** – Benjamin Guitron, President
- 2. Moment of Silence in Memory of Former Trustee Franz De Klotz**
- 3. Oaths of Office**

#### 4. Pledge of Allegiance

#### 5. Roll Call

#### 6. Confirmation of Agenda

#### 7. Public Comments

Those wishing to address the Board should send an email to the Clerk of the Board by 2:30 p.m. on January 11, 2022, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org) or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

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

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

#### 8. Board Reports

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

Executive Committee oral report and Executive Committee minutes from December 13, 2021 (Pg. xx)

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

Finance Committee oral report and Finance Committee minutes from November 9, 2021 (Pg. xx)

#### 9. Staff Informational Reports

A. Live Reports

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

#### 10. 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 November 9, 2021, Board Meeting **(Pg. xx)**
- B. Approval of expenditures for November 5, 2021-January 6, 2022 **(Pg. xx)**
- C. Informational Items:
  - Financials – **David l'Anson, MPA, MBA/ACC., Administrative Finance Manager (Pg. xx)**
  - District Travel **(Pg. xx)**
  - Board Business Log **(Pg. xx)**
  - Correspondence **(Pg. xx)**
  - Semi-Annual Research Reports from the University of California, Davis, University of California, Riverside, Mount Sinai School of Medicine, and US Department of Agriculture for 2021**(Pg. xx)**
  - MVCAC Planning Meeting December 7-8, 2021, Emeryville, CA **(Pg. xx)**
  - CalPERLA 2021 Annual Training Conference, November 16-19, 2021, Monterey, CA **(Pg. xx)**

## **11. Old Business**

- A. Resolution 2022-XX authorizing remote teleconferencing meetings for the period January 11, 2022 – February 9, 2022 – **Jeremy Wittie, M.S., General Manager, and Lena Wade, District General Counsel (Pg. xx)**
- B. Update and discussion regarding the timing and method of the District's Strategic Planning Workshop – **Jeremy Wittie, M.S., General Manager (Pg. xx)**

## **12. New Business**

- A. Approval to enter into an agreement for a Supplemental Mitigated Negative Declaration for CEQA compliance in an amount not to exceed \$35,000 from fund 6095.01.400.000 **Budgeted; Funds Available** – **Jennifer Henke, M.S., Laboratory Manager (Pg. xx)**
- B. Nomination and Election of Board of Officers for the 2022 Calendar Year – **ad hoc Nomination Committee (Pg. xx)**
- C. Discussion about the General Manager and Negotiations Committee meeting – **ad hoc Negotiations Committee (Pg. xx)**

## **13. Closed Session Public Comments**

Persons wishing to address the Board on closed session items are requested to do so at this time. When addressing the Board, please state your name and address for the record.

In order to conduct a timely meeting, a three-minute time limit per person per item has been established.

**Closed Session (s):**

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

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

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

**B. Public Employee Performance Evaluation pursuant to Government Code Section 54957 (b)(1)**

Title: District Legal Counsel

**14. Comments by General Counsel**

**15. 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.

**16. 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 January 7, 2022, 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 January 7, 2022.

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Melissa Tallion, Clerk of the Board